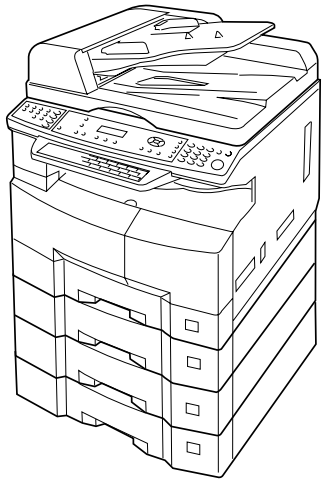


Panasonic®

Operating Instructions

(For Copy & Network Scan Functions)

Digital Imaging Systems

Model No. DP-8020E / 8020P / 8016P

WORKIO™

Before operating this machine, please carefully read this manual, and keep this documentation in a safe place for future reference.
(Illustration shows optional accessories that may not be installed on your machine.)

English

Getting To Know Your Machine

Useful Office Functions/Operating Instructions

Copy
- Copy up to A3 size originals.
- Capable of copying text/photos/ halftone originals.

Scan/File
- Monochrome scanner capability. (For DP-8020E/8020P only)
- Scanning resolution up to: 600 dpi

Fax/Email
- Plain Paper High-speed Super G3 compatible Fax with JBIG compression when optional Fax Communication Board (DA-FG180) is installed. (For DP-8020E/8020P only)
- Quick-Scan
- Quick Memory Transmission
- Email Function.

Print
- Printer controller standard, printer resolution 300 or 600 dpi.

Application Software
- Quick Image Navigator
- Network Scanner when optional Network Scanner Module is installed.
- Utilities (Network Status Monitor, Address Book Editor, Network Configuration Editor)
- Panafax Desktop when optional Fax Communication Board is installed.

■ The following operating instruction manuals are provided for this machine, please use the correct manual when an operator intervention is necessary.

<Copy & Network Scan> Use the information provided on the enclosed CD whenever a Copy & Network Scan function requires intervention.
For example: How to make copies, add paper, replace the toner bottle, etc.

<Print & Other Advanced Functions> Use the information provided on the enclosed CD for an explanation of how to use as a Network Printer, Network Scanner, Edit Directory Dialling Feature, Device Settings, Network Status Monitor, and/or Document Management System.

Multi-Tasking Job Table

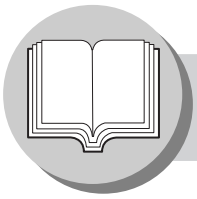
Current Job / 2nd Job	Copy	Network Scanning Internet Fax		GDI/PCL/PS Printing		Facsimile (Sending)		Facsimile (Receiving)	
		Storing Document	Transmission	Receiving Data	Printing Received Data	Storing Document	Memory Transmission	Memory Receiving	Printing Received Memory Data
Copy									
Copy	–	–	●	●	△	–	●	●	△
Network Scanning, Internet Fax									
Storing Document	–	–	●	●	●	–	●	●	●
GDI/PCL/PS Printing									
Receiving Data	●	●	●	●*	●	●	●	●	●
Printing Receive Document	☆	●	●	●	☆	●	●	●	☆
Facsimile (Sending)									
Storing Document	–	–	●	●	●	–	●	●	●
Memory Transmission	●	●	●	●	●	●	–	–	●
Facsimile (Receiving)									
Memory Receiving	●	●	●	●	●	●	–	–	●
Printing Received Memory Data	☆	●	●	●	☆	●	●	●	☆

●: Accepts and executes the 2nd Job.
△: Accepts and executes the 2nd Job (Copy) only if the Current Job is interrupted.
☆: Accepts the 2nd Job and executes the 2nd Job after the Current Job is completed.
–: Not applicable.

NOTE

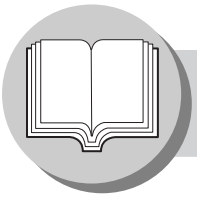
*: HDD (DA-HD18) and additional 16MB (minimum) Image memory are required.

Operating Instructions Outline



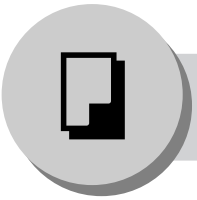
Getting To Know Your Machine

- Precautions (See pages 7-13)
- Quick Operation Chart, Adding Paper (See pages 14, 15)
- Problem Solving, Memory Full, Replacing Toner Bottle/Toner Waste Container, Removing Misfed Paper, Error Codes (U Code/J Code) (See pages 15-21)



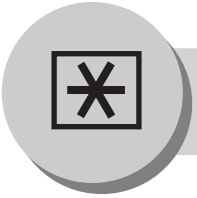
Before Starting

- Control Panel Key/Indicator Names (See pages 22, 23)



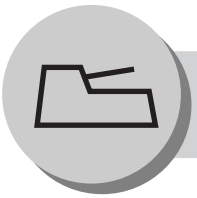
Making Copies

- Operating Instructions for making copies (See pages 24-51)



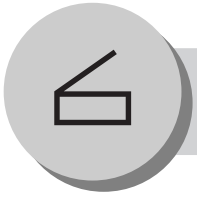
Function

- Changing the Initial Machine Modes
- General, Copier, Printer and Scanner Settings (See pages 52-67)
- Combined Function Table (See page 68)



Accessories

- Components (See page 569)
- ADF, i-ADF (See page 25)



Network Scanner

- Document Scanning (See pages 70, 71)
- Address Book (See pages 72, 73)
- Function (See pages 74, 75)
- Direct Connection (with Crossover Cable) (See pages 76, 77)

Problem Solving

- Troubleshooting (See pages 78, 79)
- Replacing the Battery/Set the Date and Time (See pages 80, 81)

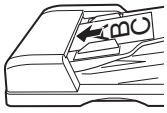
Appendix

- Specifications, Options and Supplies (See pages 82-84)

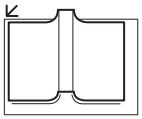
Getting To Know Your Machine

Symbols/Icons

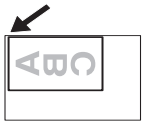
The following Symbols/Icons are used throughout this operating instructions manual.



Place original(s) on the ADF/i-ADF



Place original on the Platen (Book)



Place original on the Platen (Sheet)

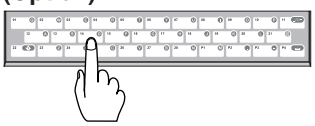
Press any Hard Key on the Control Panel

Press Hard Key

Input numbers

● Number of Copies, etc.

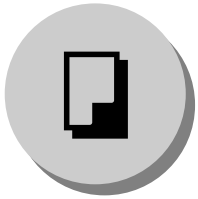
Input text with a Keyboard (Option)



Go to next step

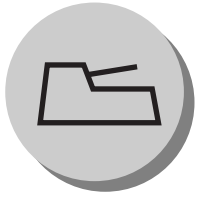
Go to next step (below)

Getting to know your machine Before starting

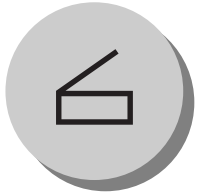


When making copies

When setting the machine modes



Accessories



When scanning document(s)

Problem solving

Appendix

Getting To Know Your Machine

Table of Contents

Getting to Know Your Machine

Useful Office Functions/Operating Instructions **2**
Multi-Tasking Job Table **2**
Operating Instructions Outline **3**
Symbols/Icons **4**
Safety Information **7**
Precautions **11**
Operation Chart **14**
■ Quick Operation Chart 14
● Adding Paper 14
■ Problem Solving 15
● Toner Level Check Operation 15
● Memory Full 15
● Replacing Toner Bottle/Toner Waste Container 16
● Removing Misfed Paper 16
● User Error Codes (U Code) 20
● Jam Error Codes (J Code) 21

Before Starting

Control Panel **22**

Making Copies

Basic Copy
■ Copying the Same Size Originals (1:1) 24
■ Position of the Original(s) 24
■ Copying with Preset or Variable Zoom Ratios 24
■ Using the ADF/i-ADF (Option) 25
Creative Features
■ 1 ➡ 2 Copy, 2 ➡ 2 Copy, 2 ➡ 1 Copy (DP-8020E/8020P with optional ADF only) ... 26
■ 2 ➡ 2 Copy, 2 ➡ 1 Copy (DP-8020E/8020P with optional ADF only) 28
■ Book ➡ 2 Copy (DP-8020E/8020P only) 30
■ N in 1 32
■ 2 Page Copy 34
■ Double Exposure 36
■ Erase (Margin/Edge) 38
■ Erase (Book) 38
■ Effects (Centering/Image Repeat) 40
■ Sort 42
Other Features
■ Skyshot Mode (Digital/Manual Skyshot Mode) 44
■ Job Build and SADF Mode 46
■ Concurrent Copying 46
■ Interrupt Mode 48
■ Energy Saver (Power Saver Mode, Sleep/Shutdown Mode) 48
■ Job Memory 48
■ Completion Notice 50

Getting To Know Your Machine

Table of Contents

Function

■ Using Function Modes to Change the Initial Machine Modes 52
■ Procedure 52
■ General Settings 54
■ General Settings (For Key Operator) 54
■ Copier Settings 57
■ Copier Settings (For Key Operator) 58
■ Printer Settings 59
■ Printer Settings (For Key Operator) 60
■ Scanner Settings 61
For Example 62
■ Changing the Paper Size (Paper Tray) 62
■ Department Counter 64
■ Network Settings 66
Combined Function Table 68

Accessories

Components 69

Network Scanner

Document Scanning 70
■ Document Scanning 70
Address Book 72
■ Adding your PC's IP Address 72
Function 74
■ Scan Parameters 74
■ Select Mode 74
Direct Connection (with Crossover Cable) 76
■ Direct Connection (with Crossover Cable) 76

Problem Solving

Troubleshooting 78
Replacing the Battery/Set the Date and Time 80

Appendix

Specifications 82
■ DP-8020E/8020P/8016P (For Copier) 82
■ ADF (DA-AS181)/i-ADF (DA-AR202) 82
■ Network Scanner 83
■ 2nd/3rd/4th Paper Tray (DA-DS184/DS185) 83
Options and Supplies 84
■ Options 84
■ Supplies 84

Getting To Know Your Machine

Safety Information

For Your Safety

To prevent severe injury and loss of life, read this section carefully before using the Panasonic DP-8020E/8020P/8016P to ensure proper, and safe operation of your machine.

■ This section explains the Warnings and Cautions used in this Operating Instructions manual.

⚠	**WARNING** Denotes a potential hazard that could result in serious injury or death.
⚠	**CAUTION** Denotes hazards that could result in minor injury or damage to the machine.

■ This section also explains the graphic symbols used in this Operating Instructions manual.

	These symbols are used to alert operators to a specific operating procedure that must not be performed.
	These symbols are used to alert operators to a specific operating procedure that must be emphasized in order to operate the machine safely.
	This symbol is used to alert operators to a heated surface that may cause burns and requires close attention.

⚠ WARNING

Power and Ground Connection Cautions

Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can draw a significant amount of current that can generate heat, and eventually cause fire if left unattended over an extended period of time.

Always use the power cord provided with your machine. When an extension power cord is required, always use a properly rated cord.

- 120 V/15 A

If you use a cord with an unspecified current rating, the machine, or plug may emit smoke, or become hot to the touch.

Do not attempt to repair, pull, bend, chafe, or otherwise damage the power cord. Do not place a heavy object on the cord. A damaged cord can cause fire, or electric shocks.

Never touch a power cord with wet hands. Danger of electric shock exists.

If the power cord is broken, or insulated wires are exposed, contact your authorized Panasonic dealer for a replacement. Using a damaged cord can cause fire, or electric shocks.

Stop operation immediately if your machine emits smoke, excessive heat, unusual noise or smell, or if water is spilt onto the machine. These conditions can cause fire. Immediately switch Off and unplug the machine, and contact your authorized Panasonic dealer.

Do not disconnect, or reconnect the machine while the power switch is in the On position. Disconnecting a live connector can cause arcing, consequently deforming the plug and cause fire.

When disconnecting the machine, grasp the plug instead of the cord. Pulling on a cord forcibly can damage it, and cause fire, or electric shock.

When the machine is not used over an extended period of time, switch it Off and unplug it. If an unused machine is left connected to a power source for a long period, degraded insulation can cause electric shocks, current leakage or fire.

Be sure to switch Off and unplug the machine before accessing the interior of the machine for cleaning, maintenance or fault clearance. Access to a live machine's interior can cause electric shock.

Once a month, unplug the machine and check the power cord for the following. If you notice any unusual condition, contact your authorized Panasonic dealer.

- The power cord is plugged firmly into the receptacle.
- The plug is not excessively heated, rusted, or bent.
- The plug and receptacle are free of dust.
- The cord is not cracked or frayed.

Operating Safeguards

Do not touch areas where these caution labels are attached to, the surface may be very hot and may cause severe burns.

Do not place any liquid container such as a vase or coffee cup on the machine. Spilt water can cause fire or shock hazard.

Do not place any metal parts such as staples or clips on the machine. If metal and flammable parts get into the machine, they can short-circuit internal components, and cause fire or electric shocks.

If debris (metal or liquid) gets into the machine, switch Off and unplug the machine. Contact your authorized Panasonic dealer. Operating a debriscontaminated machine can cause fire or electric shock.

Never open or remove machine covers that are secured with screws unless specifically instructed in the “Operating Instructions”. A highvoltage component can cause electric shocks.

Do not try to alter the machine configuration or modify any parts. An unauthorized modification can cause smoke or fire.

Consumable Safeguards

Never dispose of toner, toner cartridge or a toner waste container into an open flame. Toner remaining in the cartridge can cause an explosion, burns and/or injuries.

Keep button batteries/stamp out of the reach of children. If a button battery/stamp is swallowed accidentally, get medical treatment immediately.

⚠ CAUTION

Installation and Relocation Cautions

Do not place the machine near heaters or volatile, flammable, or combustible materials such as curtains that may catch fire.

Do not place the machine in a hot, humid, dusty or poorly ventilated environment. Prolonged exposure to these adverse conditions can cause fire or electric shocks.

Place the machine on a level and sturdy surface that can withstand a weight of 99 lb (DP-8020E/8020P) / 96 lb (DP-8016P). If tilted, the machine may tip-over and cause injuries.

When relocating the machine, contact your authorized Panasonic dealer.

When moving the machine, be sure to unplug the power cord from the outlet. If the machine is moved with the power cord attached, it can cause damage to the cord which could result in fire or electric shock.

Operating Safeguards

Do not place a magnet near the safety switch of the machine. A magnet can activate the machine accidentally, resulting in injuries.

Do not use a highly flammable spray or solvent near the machine. It can cause fire.

When copying a thick original, do not use excessive force to press it against the platen glass. The glass may break and cause injuries.

Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it yourself to avoid injuries or burns. Switch Off the machine immediately, and contact your authorized Panasonic dealer.

Do not use conductive paper, e.x:. folding paper, carbonic paper and coated paper. When a misfed paper jam occurs, they can cause a short-circuit and fire.

Do not place any heavy objects on the machine. An off-balance machine can tip-over or the heavy object can fall, causing damage and/or injuries.

Keep the room ventilated when using the machine for an extended period of time to minimize the ozone density in the air.

When copying with the platen cover open, do not look directly at the exposure lamp. Direct eye exposure can cause eye fatigue or eye injury.

Pull out paper trays slowly to prevent injuries.

When removing misfed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a sheet of paper is wrapped around the heat roller, or when clearing a misfed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch Off the machine immediately, and contact your authorized Panasonic dealer.

If accessing the inner components of the machine to clear misfed paper, etc., exercise care not to touch heated areas, or you may get burned.

Others

■ When clearing a paper jam or other fault, follow the appropriate procedure given in the Operating Instructions.

For Your Safety

⚠ CAUTION

Consumable Safeguards

Be sure to use the specified type of batteries only.

Ensure that batteries are installed with correct polarity. Incorrectly installed batteries can burst or leak, resulting in spillage or injuries.

Others

■ The machine has a built-in circuit for protection against lightning-induced surge current. If lightning strikes in your neighborhood, maintain ample distance from the machine, and do not touch the machine until the lightning has stopped.

■ If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it Off and if the interference disappears, the machine is the cause of the radio interference. Perform the following procedure until the interference is corrected.

- Move the machine and the TV and/or radio away from each other.
- Reposition or reorient the machine and the TV and/or radio.
- Unplug the machine, TV and/or radio, and replug them into outlets that operate on different circuits.
- Reorient the TV and/or radio antennas and cables until the interference stops. For an outdoor antenna, ask your local electrician for support.
- Use a coaxial cable antenna.

Getting To Know Your Machine

Safety Information

⚠ CAUTION

Denotes hazards that could result in minor injury or damage to the machine.

- TO REDUCE THE RISK OF SHOCK OR FIRE, USE ONLY NO. 26 AWG OR LARGER TELEPHONE LINE CABLE.
- DISCONNECT ALL POWER TO THE MACHINE BEFORE COVER(S) ARE REMOVED. REPLACE THE COVER(S) BEFORE THE MACHINE IS RE-ENERGIZED.

⚠ IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- DO NOT USE THIS PRODUCT NEAR WATER, FOR EXAMPLE, NEAR A BATH TUB, WASH BOWL, KITCHEN SINK OR LAUNDRY TUB, IN A WET BASEMENT OR NEAR A SWIMMING POOL.
- AVOID USING A TELEPHONE (OTHER THAN A CORDLESS TYPE) DURING AN ELECTRICAL STORM. THERE MAY BE A REMOTE RISK OF ELECTRIC SHOCK FROM LIGHTNING.
- DO NOT USE THE TELEPHONE TO REPORT A GAS LEAK IN THE VICINITY OF THE LEAK.

SAVE THESE INSTRUCTIONS.

⚠ Precautions

■ Laser Safety

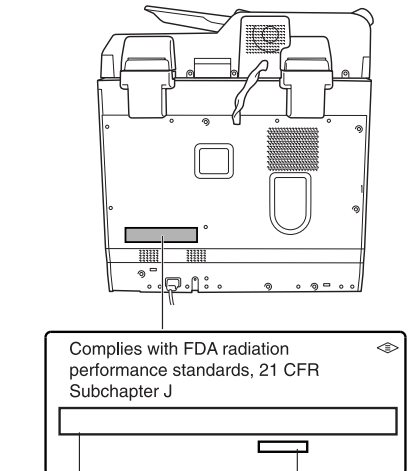
LASER SAFETY

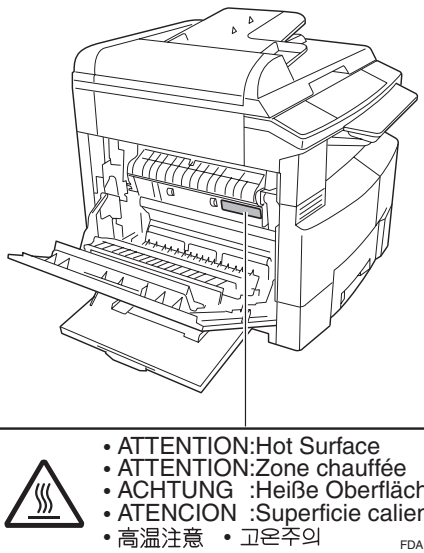
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.

CAUTION:

USE OF CONTROLS, ADJUSTMENTS OR PERFORMANCE PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.

■ Caution Label





Precautions

⚠ CAUTION

This product has a fluorescent lamp that contains a small amount of mercury. It also contains lead in some components. Disposal of these materials may be regulated in your community due to environmental considerations.
For disposal or recycling information please contact your local authorities, or the Electronics Industries Alliance: <http://www.eiae.org>.

WARNING For U.K.

This appliance is supplied with a moulded three pin mains plug for your safety and convenience.
A 13 amp fuse is fitted in this plug.
Should the fuse need to be replaced please ensure that the replacement fuse has a rating of 13 amps and that it is approved by ASTA or BSI to BS1362
Check for the ASTA mark ◈ or the BSI mark ♡ on the body of the fuse.

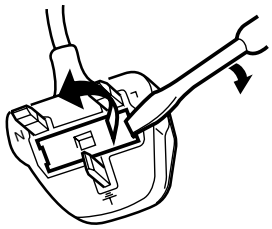
If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.
If you lose the fuse cover the plug must not be used until a replacement cover is obtained.
A replacement fuse cover can be purchased from your local Panasonic Dealer.

IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR THE SOCKET OUTLET IN YOUR OFFICE THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY.
THERE IS A DANGER OF SEVERE ELECTRICAL SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.
If a new plug is to be fitted please observe the wiring code as shown below.
If in any doubt please consult a qualified electrician.

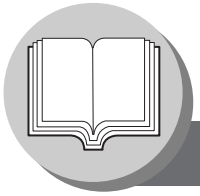
WARNING: THIS APPLIANCE MUST BE EARTHED.

IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:
Green and Yellow : Earth
Blue : Neutral
Brown : Live

As the colours of the wires in the main lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:
The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked by letter E or by the safety Earth symbol " ⏚ " or coloured GREEN or GREEN-AND-YELLOW.
The wire which is coloured BLUE must be connected to the terminal in the plug which is marked with the letter N or coloured BLACK.
The wire which is coloured BROWN must be connected to the terminal in the plug which is marked with the letter L or coloured RED.



How to replace the fuse.
Open the fuse compartment with a screwdriver and replace the fuse.



Getting To Know Your Machine

Precautions

Installation

■ The maximum power consumption is 1.3 kW.
A properly wired (grounded), dedicated, 15 A, 120 V AC outlet is required. Do not use an extension cord.
The power cord on this machine must be used to disconnect the main power.
Please ensure that the machine is installed near a wall outlet and is easily accessible.

Supplies

■ Store the Toner and paper in cool areas with low humidity.
- Use high quality 16 - 24 lb (Sheet Bypass: 15 - 34 lb) paper.
- For optimum performance, it is recommended that only Panasonic Brand supplies are used in the machine.
- Certain types of transparency film may not be compatible and may damage your machine.
  Consult with an authorized Panasonic dealer for advice regarding non-standard paper types.
  (Panasonic has tested “3M PP2500” transparency film and found it to be compatible.)
- Panasonic recommends using high quality 16 - 24 lb paper, using an inferior paper may cause excessive paper curl, requiring you to empty out the Output Tray more often to avoid paper jams.

■ Use of other than genuine Panasonic supplies can damage the printer. This may void the warranty of the printer and supplies. Be sure to use only genuine Panasonic Toner designed for the machine.

■ The machine should not be installed in areas with the following conditions:
- Extremely high or low temperature and humidity.
  The machine should be installed under the following ambient conditions:
  Temperature: 50-86 °F
  Relative humidity: 30-80 %
- In areas with chemical fume concentration.
- With unstable or uneven conditions (floors, etc.).
- Direct exposure to sunlight or fluorescent light.
- In areas of high dust concentration.
- Directly in the air conditioning flow.
- In areas of poor ventilation.
- In areas with extreme vibration.

Illegal Copies

It is unlawful to make copies of certain documents.

Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.
- Currency
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy.
In case of doubt, contact your legal counsel.

Notice:
Install your machine near a supervised area to prevent illegal copies from being made.

Others

Panasonic is not responsible for data loss and any consequence caused by computer virus infection or external shocks.

Handling

■ Do not turn the Power Switch Off, or open the Front Cover during copying/printing.

■ Sleep/Shutdown Mode Notice

- The following functions will not work if the Sleep/Off Mode setting is set to the Shutdown mode.
  When using any of the following functions, we recommend that you leave the Sleep/Off Mode in the initial factory default setting (Sleep mode).
  - Turn OFF the Main Power Switch on the Rear Side of the machine.
  - Printer Function (Local Parallel Port and Network Connections)
  - Internet Fax/Email Function
  - Facsimile Function (Option)
    When the LAN cable is not connected and DHCP Default is "Yes"

■ Key Operator Password

- The Initial Machine Modes can be checked or changed with the Function Modes, however, these modes require the Key Operator Password.

■ User Authentication

The User Authentication works for this machine under the management of the Windows Server. As a result, users must be authenticated before they can use the functions of the machine (copying, faxing, scanning, and printing). The supported authentication protocol is NTLM v2.

Users

- Users login to this machine using their Windows account (user name and password).

System Administrator

- The system administrator can manage user account by using Windows Server.
- User authentication can be set independently for each function (copying, faxing, scanning, and printing).

■ Dept. (Departmental) Code

When the Department Counter function is set up, the Dept. (Department) Code input screen is displayed on the LCD Display. A registered Department Code (1 to 8- digit) is required to gain access to each secured function, or the secured Copy/Fax/Scanner function(s) cannot be used. Please consult with the Key Operator regarding the Department Code(s) for the desired function.

Procedures :

① Input a registered department code (1 to 8-digit).
② Press the SET or START key.

■ Maximum Copies Limitation

After setting the maximum allowed number of copies for each department, consult with your Key Operator when the total copy count reaches the designated limit and the “DEPT.MAXIMUM COPIES HAS BEEN REACHED” message appears on the LCD.

■ Power Switch

If you are not going to use the copier for long periods of time, turn OFF the Main Power Switch on the Back Side of the machine.

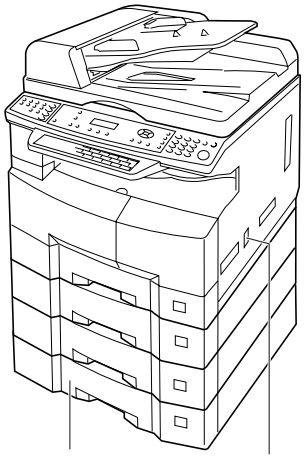
■ Auto Reset Time

As the initial setting for Auto Reset Time is 1 minute, the selected operation mode goes back to default operation mode after 1 minute. If you wish to change the Auto Reset Time, consult with your Key Operator.

Getting To Know Your Machine

Operation Chart

■ Quick Operation Chart



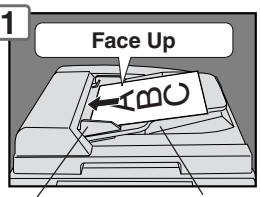
Adding Paper

Turn the Power Switch to the ON position

From ADF/i-ADF (Option)

or

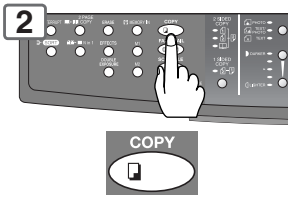
From Platen



Original Guides* Adjust to the original's width

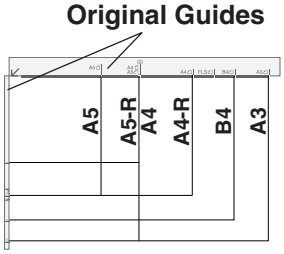
Tray (Max. 50 A4 size originals)

* Hold the guides by the center when adjusting the width



If set in other function mode

Original Guides

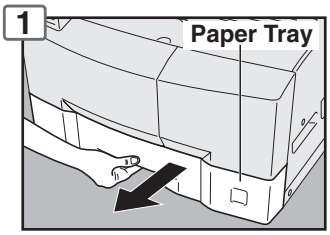


Face Down

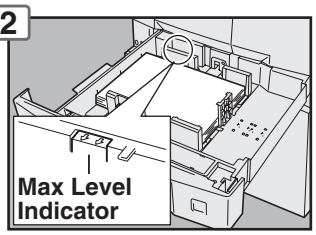
- If the original is not positioned properly, a portion of the original may not be copied.
- For originals smaller than A5 size, position the original within the A5 area and select A5.

● Adding Paper (Paper Tray)

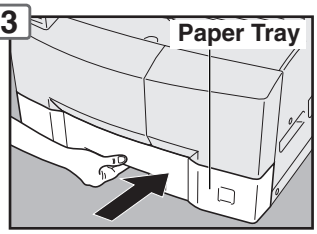
The following steps are for Paper Tray-1, use the same procedures for other optional Paper Trays.



NOTE:
When changing the paper size, refer to page 54.



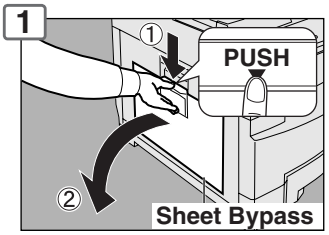
Load Paper: Face Up
Paper Weight: 60 - 90 g/m²
Paper Capacity: 550 Sheets (80 g/m²)

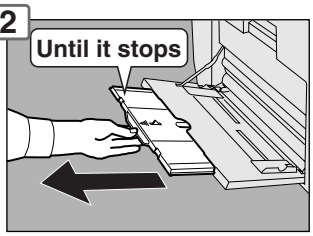


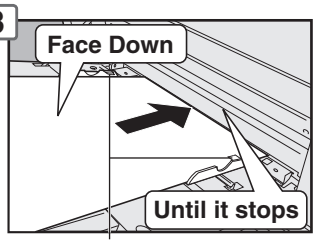
NOTE:
Make sure that the paper is set properly and that it does not exceed the Max. Level indicator.

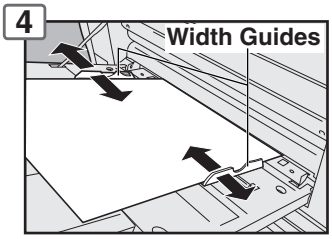
● Adding Paper (Sheet Bypass)

Copying on Special Paper, etc.





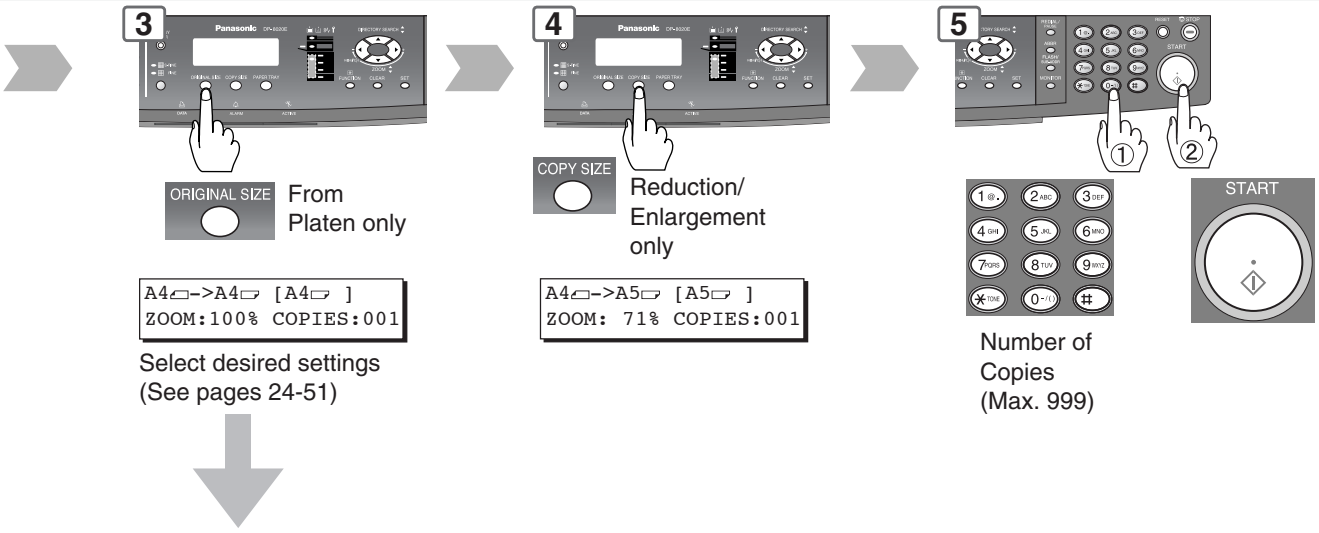


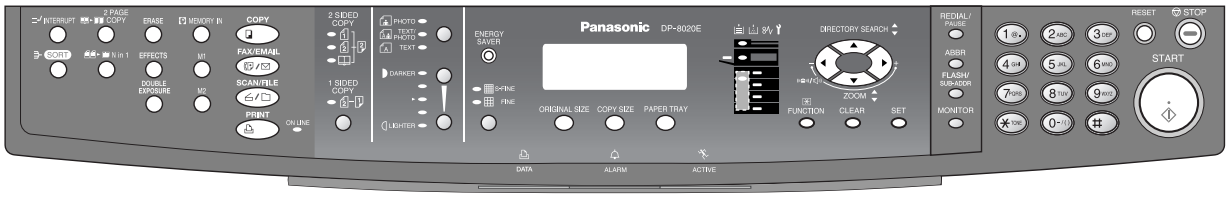


Adjust the width guides.
Incorrect adjustment may cause the paper to wrinkle, misfed or skew.

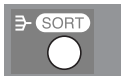
Upper Limit Guides

Load Paper
(Do not exceed limit guides)
Paper Weight: 55 - 133 g/m²
Paper Capacity: 50 sheets/80 g/m²
To add paper to the Sheet Bypass, remove the leftover paper from the tray, and align it with the additional paper and load them together onto the tray.





Interrupt
(See page 48)



Sort
(See page 42)

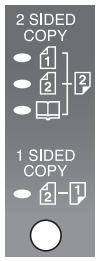
2 Page Copy
(See page 34)

N in 1
(See page 32)

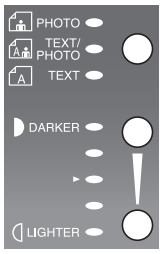
Erase
(See page 38)

Effects
(See page 40)

Double Exposure
(See page 36)

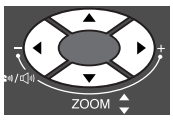


2-Sided/Original ➜ Copy
(See pages 26-31)
2-Sided Copy: DP-8020E/8020P only



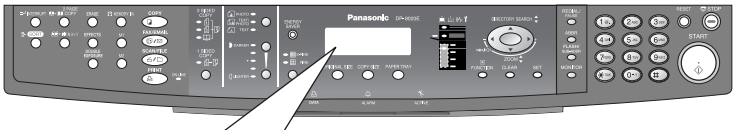
Type of Original

Manual Exposure
(See page 25)



Zoom Mode
(See page 25)

■ Problem Solving



Adding Paper		**Removing a Misfed Paper**	(See page 16)
Replacing Toner Bottle/Toner Waste Container	(See page 16)	**U## (User Error Code)**	(See page 20)
		J## (Jam Error Code)	(See page 21)
		E## (Machine Error Code)	(Call your Service provider)
Checking Toner	(See below)	**REPLACE DRUM UNIT**	(Call your Service provider)

● Toner Level Check Operation

When the message "CHECKING TONER PLEASE WAIT" appears, the machine is checking the toner level and no operation through control panel would be accepted.

● Memory Full

If the memory overflows while scanning originals, the message “MEMORY FULL CONTINUE? 1:YES 2:NO” will appear on the LCD. If this occurs, follow the instructions on the LCD.
If this occurs frequently, adding optional memory is recommended, consult with an authorized service provider.

Getting To Know Your Machine

Operation Chart

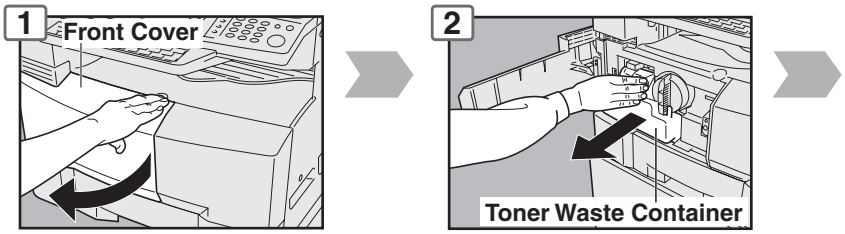
■ Problem Solving

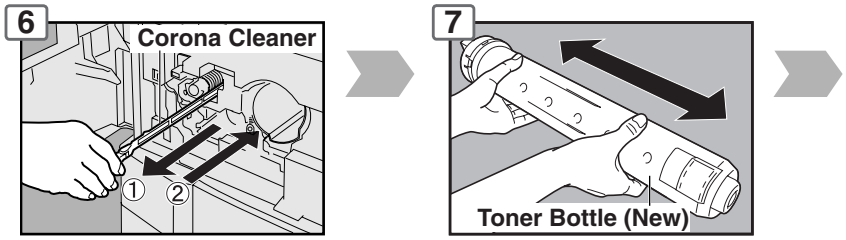
● Replacing Toner Bottle/Toner Waste Container

ATTENTION

- For optimum copy quality use the recommended Panasonic Toner. Store Toner Bottle in a cool dark place. Do not unseal the Toner Bottle unless you are ready to use it.

NOTE:
Do not reuse the toner from the Toner Waste Container.

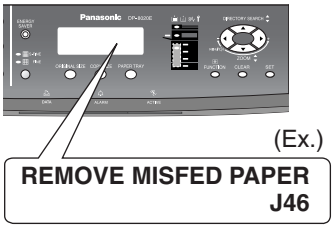


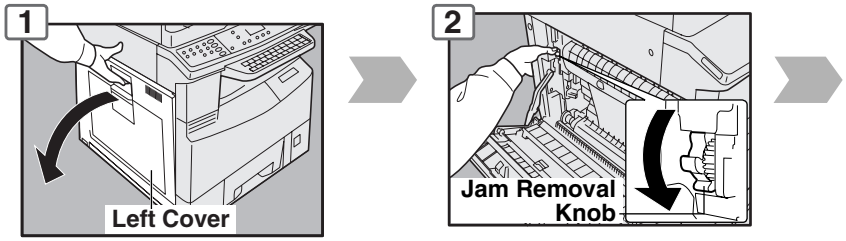


Slide the Corona Cleaner in and out 3 or 4 times slowly, then return the Corona Cleaner Handle to original position.

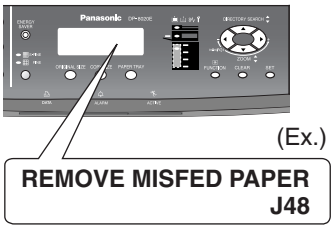
Shake it well

● Removing Misfed Paper (Paper Exit Area) (J46)



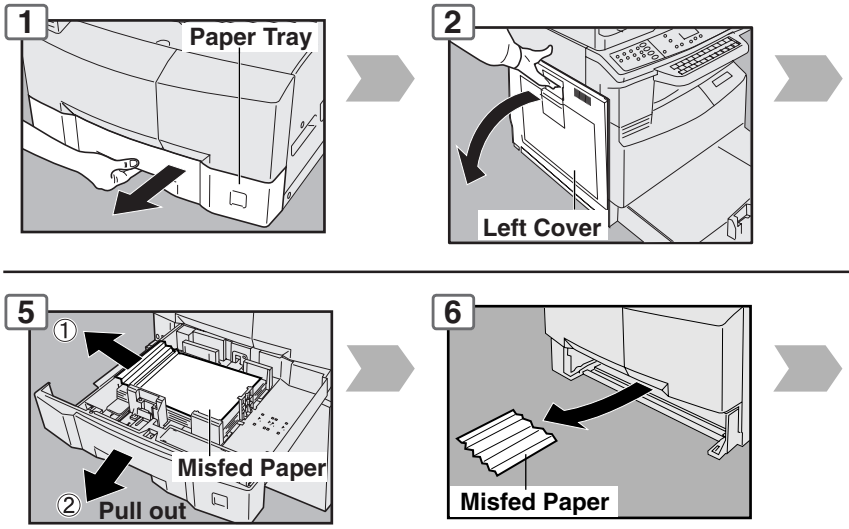


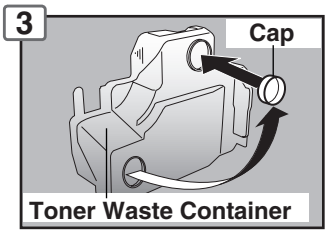
● Removing Misfed Paper (Paper Transport/Fusing Area) (J01, J30, J31, J33, J45, J48, J95)

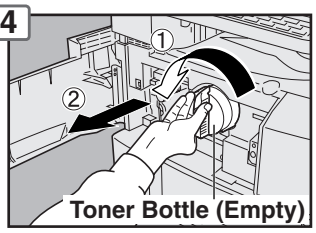


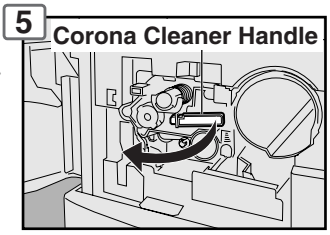
ATTENTION

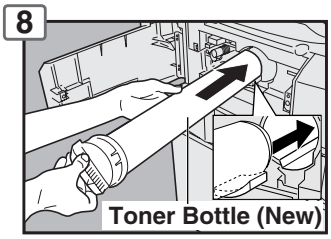
- Do not scratch or touch the surface of the OPC Drum (Green) with bare hands. The OPC Drum is sensitive to light. To prevent optical exposure problems, do not expose the OPC Drum to direct sunlight or bright light.

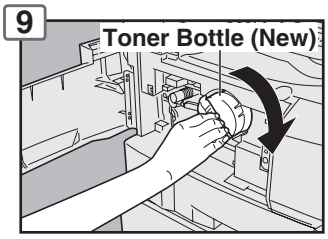




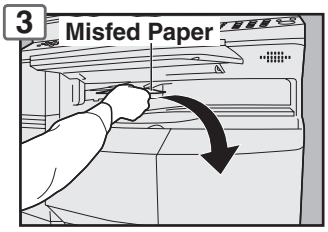


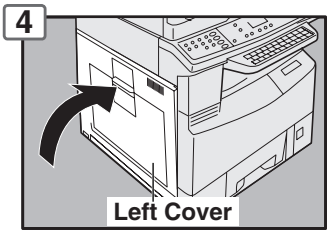


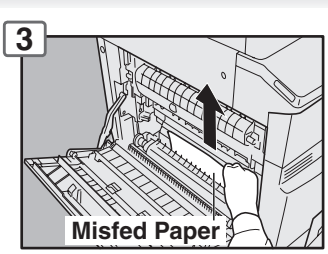


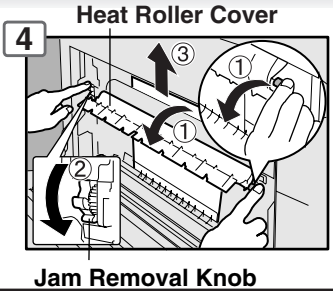


Close the Front Cover.

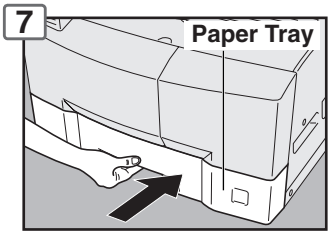


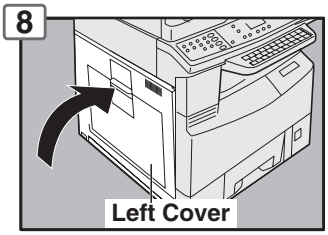






- ATTENTION: Hot Surface
- ATTENTION: Zone chauffée
- ACHTUNG : Heiße Oberfläche
- ATENCION : Superficie caliente
- 高温注意 • 고온주의





Getting To Know Your Machine

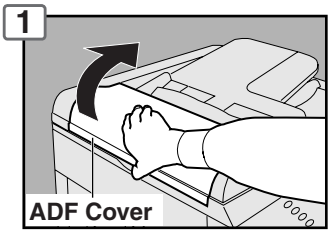
Operation Chart

■ Problem Solving

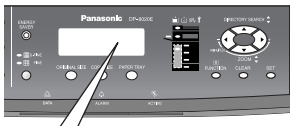
● Removing Misfed Paper (ADF: Option for DP-8020E/8020P/8016P) (J70, J71, J79, J92, J93)

(Ex.)

REMOVE MISFED PAPER
J70

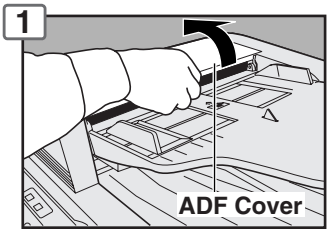


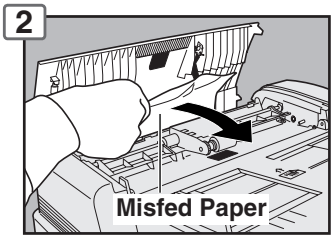
● Removing Misfed Paper (i-ADF: Option for DP-8020E) (J70, J71, J72, J73, J76, J78, J79, J92, J93)

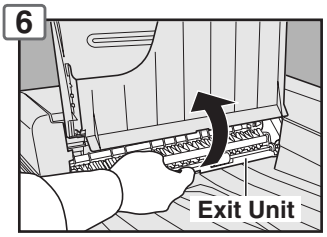


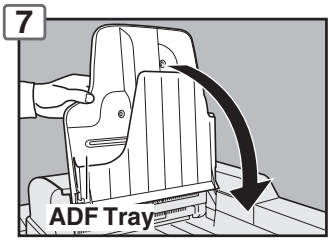
(Ex.)

REMOVE MISFED PAPER
J70





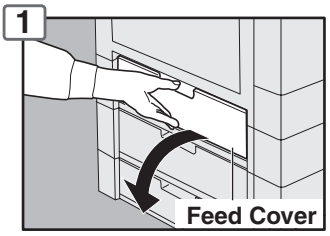


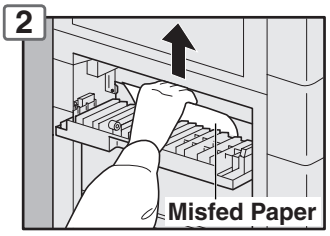


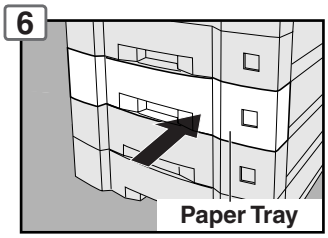
● Removing Misfed Paper (2nd/3rd/4th Paper Tray: Option) (J02, J03, J04, J07, J08, J09, J12, J13, J14, J22, J23, J24)

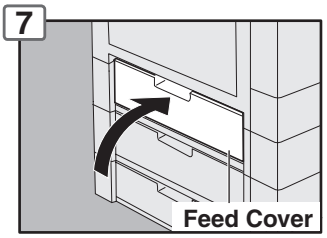
(Ex.)

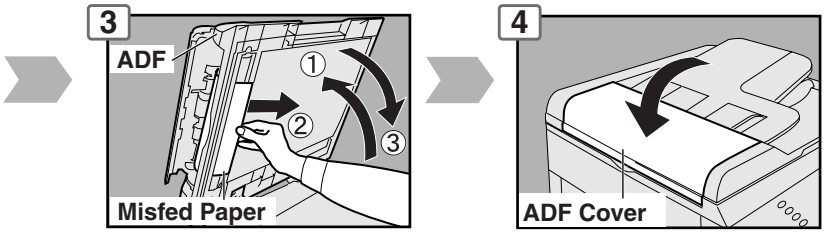
REMOVE MISFED PAPER
J02

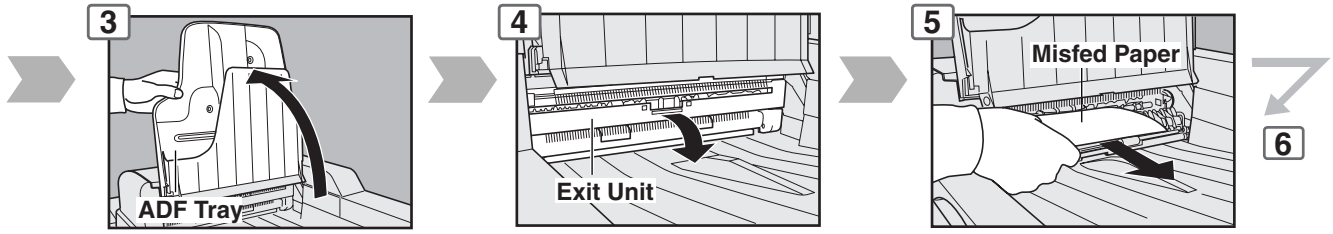


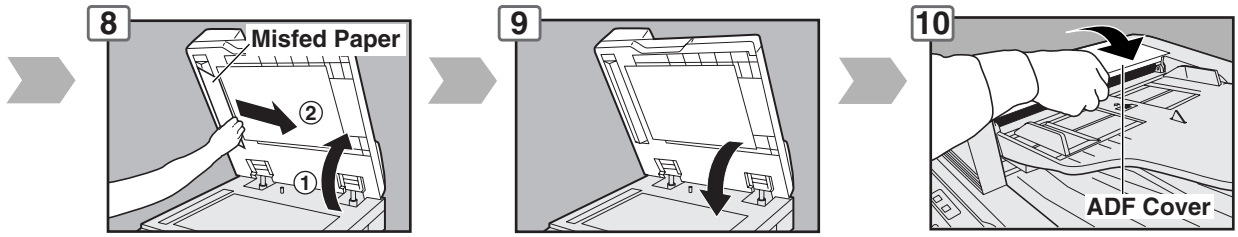


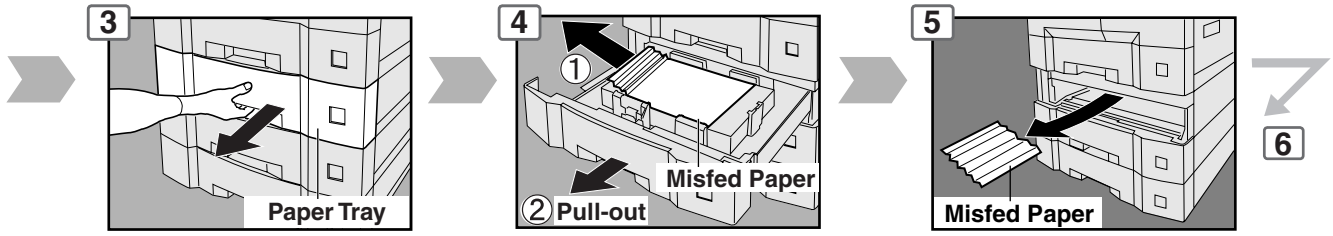





3
ADF
①
②
③
Misfed Paper
4
ADF Cover

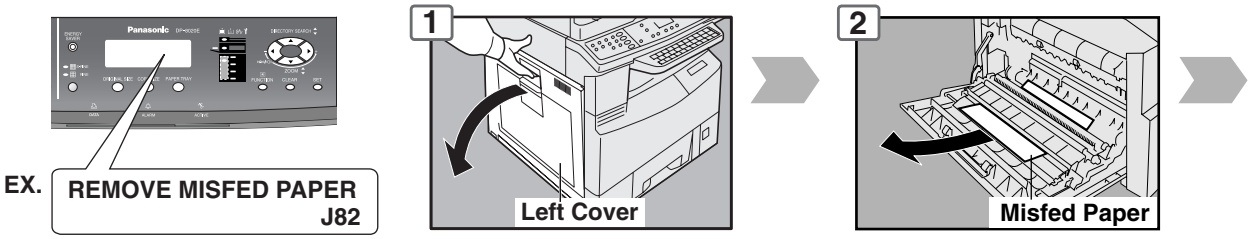

3
ADF Tray
4
Exit Unit
5
Misfed Paper
6


8
Misfed Paper
②
①
9
10
ADF Cover

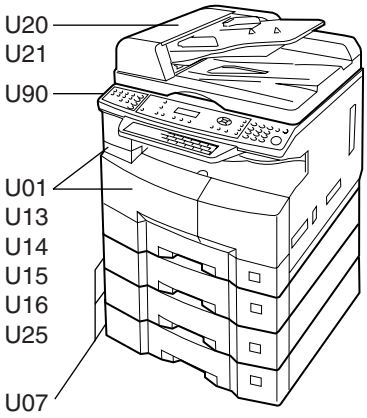

3
Paper Tray
4
①
Misfed Paper
② Pull-out
5
Misfed Paper
6

■ Problem Solving

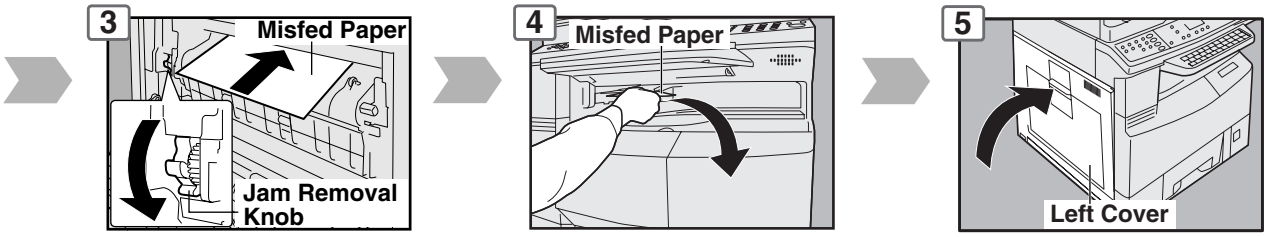
● Removing Misfed Paper (J19, J32, J82, J85, J87: ADU for DP-8020E only)



● User Error Codes (U Code)



Code	Check Points	Code	Check Points
U01	Front and/or Left Cover is open.	U20	ADF Cover is open.
U07	Feed Cover is open. (See page 18)		
U13	Low Toner or Out of Toner.	U21	ADF/i-ADF is opened while scanning from ADF/ i-ADF.
U14	Toner Waste Container is full.		
U15	Toner Waste Container is incorrectly installed.	U25	Toner hardened inside the Toner Bottle. Remove the Toner Bottle and shake it well.
U16	Developer Unit is incorrectly installed. Call your Service Provider.	U90	Battery requires replacement. (See page 80)



Note: • Do not pull Misfed Paper from front, It may cause damage.

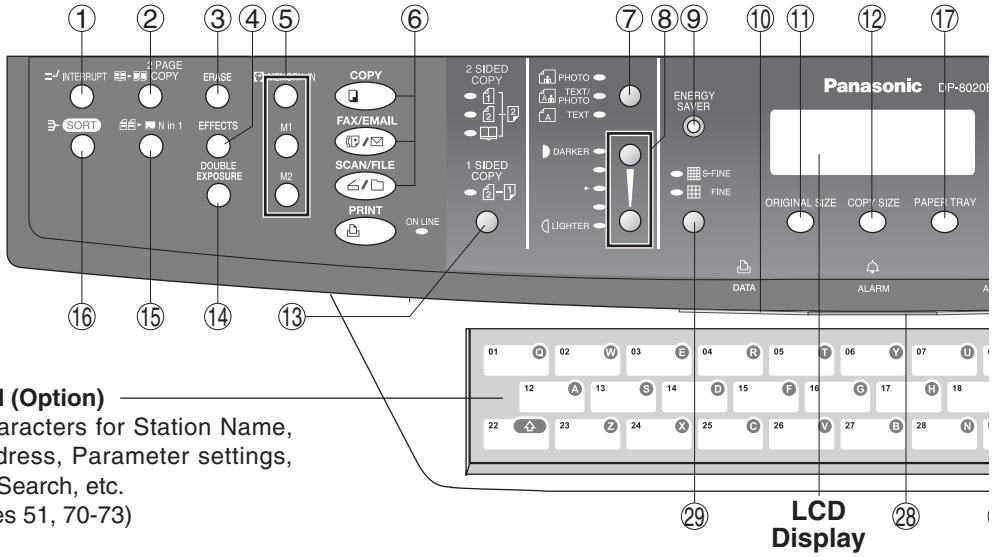
● Jam Error Codes (J Code)

Code	Check Points
J00	① Remove paper from the Sheet Bypass. ② Open and close the Left Cover (Shown in above step 5 illustration).
J01	Pull the paper tray out and remove jammed paper from the standard paper tray (Tray-1) (See page 16)
J02, J03, J04	Pull the paper tray out and remove jammed paper from the optional paper trays (Tray-2 to 4) (See page 18)
J07, J08, J09, J12, J13, J14, J22, J23, J24	Remove misfed paper. (See page 18) ***Cause with 2nd/3rd/4th Paper Tray.**
J30, J31, J33, J45, J46, J48, J95*	Remove misfed Paper. (See page 16) ∗J95: Check the paper size of the paper tray. (See page 62)
J19, J32, J82, J85, J87	Removing misfed Paper. (See page 20)
J70, J71, J72, J73, J76, J78, J79, J92, J93	Remove misfed Paper. (See page 18)

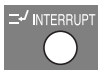
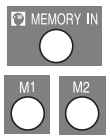
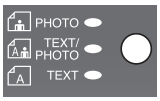
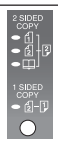
NOTE: ● The J## Code indicates the most probable Jam location. If the jam message reappears after the jam is cleared, paper is most likely jammed at other location(s). Check the Jam Error Codes Table above for other check points and remove all misfed paper.
● Make sure that the Jam Error Code and Misfed Indicator disappears after removing the misfed paper.
● The Jam Error Code and Misfed Indicator will not disappear if the paper is still jammed in the machine. Check again and remove all misfed paper.

Before Starting

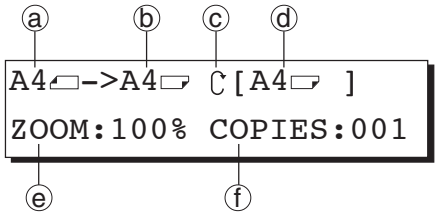
Control Panel



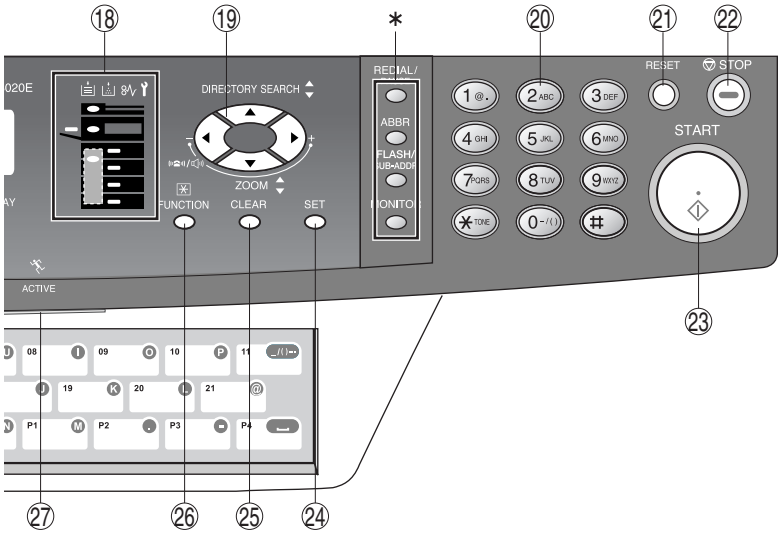
Keyboard (Option)
Inputs characters for Station Name, Email Address, Parameter settings, Directory Search, etc.
(See pages 51, 70-73)

No.	Icon	Contents	No.	Icon	Contents
①		**INTERRUPT Key** Interrupts other copy job while making copies. (See page 48)	②		**2 PAGE COPY Key** Selects 2 Page Copy mode. (See page 34)
③		**ERASE Key** Selects Edge, Book or Margin mode. (See page 35)	④		**EFFECTS Key** Selects Image Repeat or Centering mode. (See page 40)
⑤		**MEMORY Keys** Selects Job Memory mode. (See pages 48, 49)	⑥		**COPY Key** To use the unit as a photocopier. **SCAN/FILE Key** To use the Scan/File function (See pages 70-75) **FAX/EMAIL Key** Used to select the FAX/ EMAIL communication.
⑦		**Original Mode Select Keys/Indicators** Selects original mode. (See pages 25 and 70)	⑧		**LIGHTER/DARKER Key/ Indicators** To adjust the Manual Exposure. (See pages 25 and 70)
⑨		**Energy Saver Key** Saves power while the machine is not in use. (See page 48)	⑩		**PRINT DATA Icon / LED** The LED Flashes/ light in GREEN when receiving/ printing data.
⑪		**ORIGINAL SIZE Key** To select an original size.	⑫		**COPY SIZE Key** To select a copy size.
⑬		**DUPLEX Key** Selects a 2-Sided or 1-Sided copy. (See pages 27-31) **2-Sided Copy: DP-8020E/8020P only**	⑭		**DOUBLE EXPOSURE Key** Selects Double Exposure mode. (See page 37)
⑮		**N in 1 Key** Selects N in 1 copy mode. (See page 33)	⑯		**SORT Key** Selects Electric Sort mode. (See page 42)

LCD Display (Copy Function)

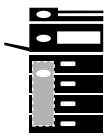


ⓐ Original Size
ⓑ Copy Size
ⓒ Rotating Paper Size
ⓓ Paper Size in Paper Tray
ⓔ Zoom Ratio
ⓕ Number of Copies



* Used for Fax, Internet Fax, and Email Functions.
(except for the ABBR Key)
(See page 51, 71)

No.	Icon	Contents
⑰	PAPER TRAY	**PAPER TRAY Key** Selects the paper tray.
⑲	ZOOM	**Cursor Key** To select the zoom ratio, etc.
⑳	1 2 3 4 5 6 7 8 9 0	**Keypad** Sets copy quantities, etc.
㉑	RESET	**RESET Key** Resets all features to the initial power-on state.
㉓	START	**START Key** Starts the jobs. (Copy, Scan, etc.)
㉕	CLEAR	**CLEAR Key** Clears the copy quantities,etc.
㉗	ACTIVE	**ACTIVE LED (GREEN)** Flashes when machine is in operation
㉙	S-FINE FINE	Sets scanning resolution. (See page 70)

No.	Icon	Contents
⑱		**Warning Indications** When unit is used as a photocopier. : Add Paper (See page 14) : Replace Toner Bottle (See page 16) : Remove misfed paper (See pages 16-21) : Call Service **(For DP-8016P)**
㉒	STOP	**STOP Key** Stops the jobs. (Copy, Scan, etc.)
㉔	SET	**SET Key** Sets the parameter(s) of Function settings.
㉖	FUNCTION	**FUNCTION Key** Used for changing the paper size, initial function values (default values) and key operator settings.
㉘	ALARM	**ALARM LED (RED)** Lights/Flashes when trouble occurs. **Lights:** When the machine stops due to the following condition(s): ● No paper in the selected tray or toner has run out. ● Paper has misfed, etc. **Flashes:** When the machine alerts of the following condition(s): ● No paper in the Tray. (Not selected tray). ● Toner is getting low, etc.

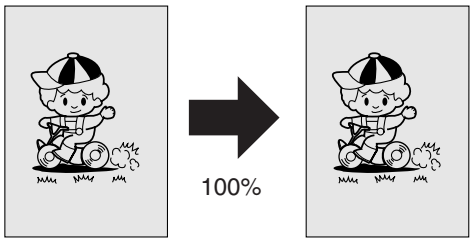
NOTE:
To adjust the brightness of the LCD display, press and while holding down the CLEAR Key, keep pressing the ORIGINAL SIZE or COPY SIZE Key until the desired brightness is achieved.
ORIGINAL SIZE : Dimmer
COPY SIZE : Brighter

Making Copies

Basic Copy

■ Copying the Same Size Originals (1:1)

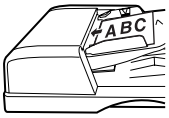
Copy size is automatically selected.



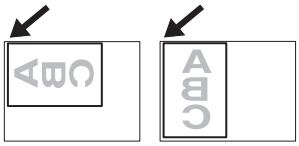
1

For ADF

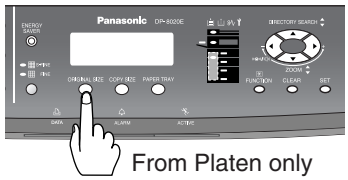
For i-ADF



or



2



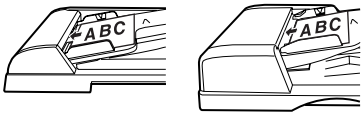
From Platen only

ORIGINAL SIZE

A3 : A3
B4 : B4
A4 : A4
A4 : A4-R
A5 : A5
A5 : A5-R

■ Position of the Original(s)

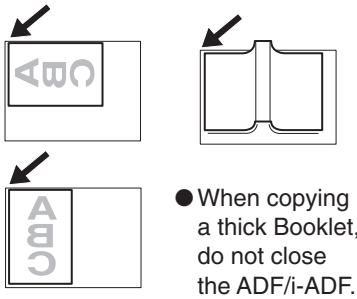
**For ADF/i-ADF*
(Face Up)**



- Feeds originals automatically Up to 50 A5/A4 size (80 g/m²) (Up to 30 B4/A3 size)

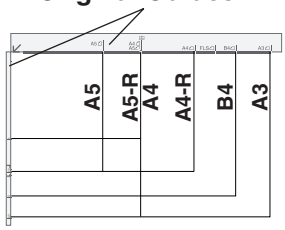
∗ ADF for DP-8020E/8020P/ 8016P
i-ADF for DP-8020E only

**For Platen
(Face Down)**



- When copying a thick Booklet, do not close the ADF/i-ADF.

Original Guides



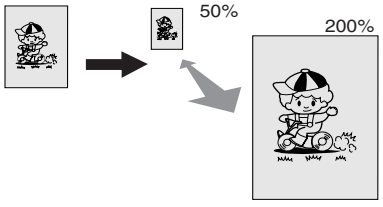
■ Copying with Preset or Variable Zoom Ratios

Preset Ratios (ex: Enlargement)

A5 **A4**

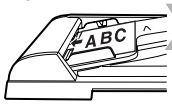
Variable Zoom Ratios

Copies with variable zoom ratios from 50 % to 200 % in 1 % increments.

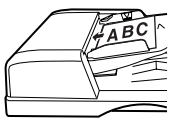


1

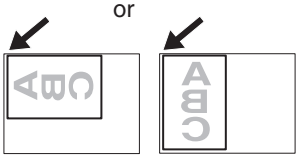
For ADF



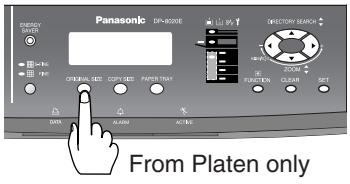
For i-ADF



or



2

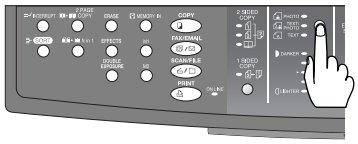


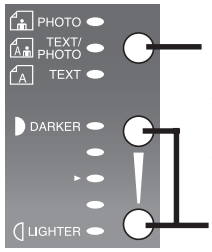
From Platen only

ORIGINAL SIZE

A3 : A3
B4 : B4
A4 : A4
A4 : A4-R
A5 : A5
A5 : A5-R

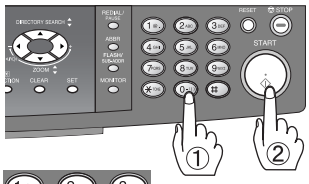
3





Select type of Original(s)
PHOTO : Mainly Photo
TEXT/PHOTO: Text and Photo combined
TEXT : Mainly Text
Adjust the Contrast
Press **DARKER** or **LIGHTER** Key (5 levels)

4



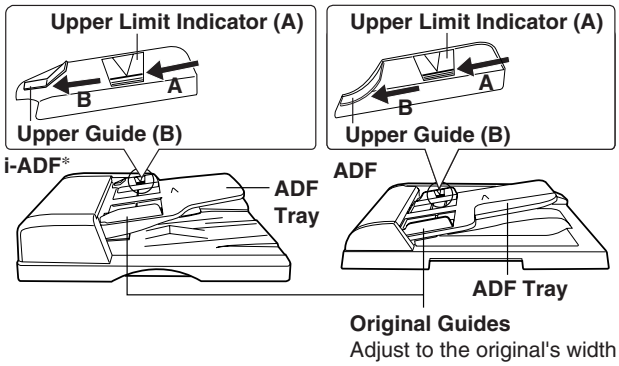
Number of Copies (Max. 999)

■ Using the ADF/i-ADF (Option)

Originals that cannot be used
- Post Cards, Drawing Papers, Transparencies, Labelling Papers, Heavyweight Papers, Thin Art Papers, Film Thermal Papers

Inappropriate Originals
- Paper with a smooth surface such as glossy and coated papers
- Transparencies
- Originals with a Lead Edge that is ripped, creased, folded, punched, or glued.
- Mixed width size Originals (except a combination of A3 and A4)
- Paste-ups
- Pressure sensitive or carbon backed papers
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser printer
- Originals with fresh White-Out (Liquid paper correction fluid)

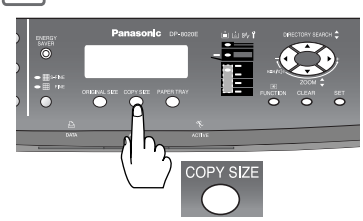
Set the originals up to the Upper Limit Indicator (A).



Original Guides
Adjust to the original's width

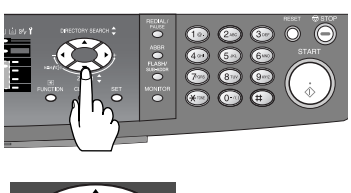
*** ADF for DP-8020E/8020P/8016P**
i-ADF for DP-8020E only

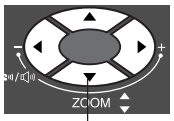
3 **For Preset Ratios**



A3 : A3
B4 : B4
A4 : A4
A4 : A4-R
A5 : A5
A5 : A5-R

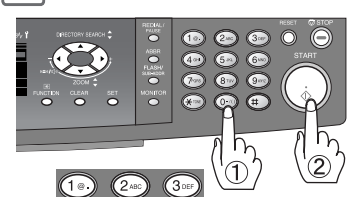
For Variable Zoom Ratios





Up to 200% in 1%
Down to 50% in 1%

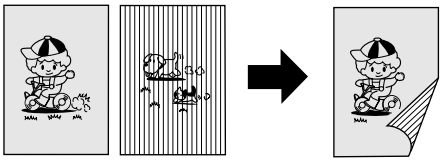
4



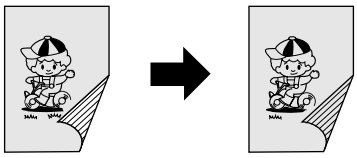
Number of Copies (Max. 999)

■ 1 ➞ 2 Copy, 2 ➞ 2 Copy, 2 ➞ 1 Copy (DP-8020E/8020P with optional ADF only)

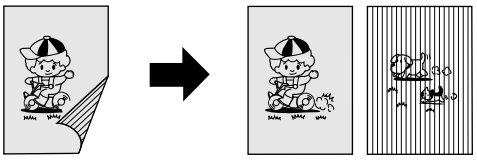
1 ➞ 2 Copy 1-Sided ➞ 2-Sided Copy



2 ➞ 2 Copy 2-Sided ➞ 2-Sided Copy



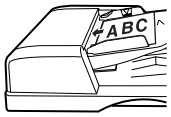
2 ➞ 1 Copy 2-Sided ➞ 1-Sided Copy



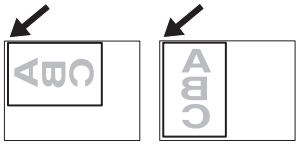
NOTE: 1. When copying 2 ➞ 2 or 2 ➞ 1 Copy using the optional ADF, see below.
2. If the memory overflows while scanning originals, all scanned data will be cancelled. If this occurs, restart from Step 1.

1

For i-ADF

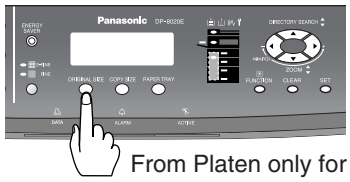


or



(1 ➞ 2 Copy only)

2



From Platen only for 1 ➞ 2 Copy

ORIGINAL SIZE

- **A3** : A3
- **B4** : B4
- **A4** : A4
- **A4** : A4-R
- **A5** : A5
- **A5** : A5-R

Steps 6 to 9 for 1 ➞ 2 Copy from Platen:

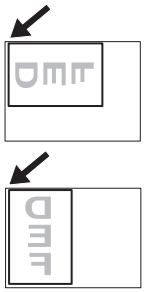
6

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

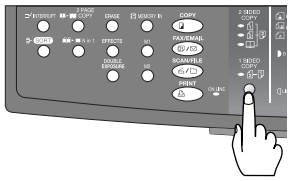
1: YES
Go to next step.

NOTE: If "2: NO" is selected, the machine will start copying only one side of the original(s).

7 Next Original



3



2 SIDED COPY

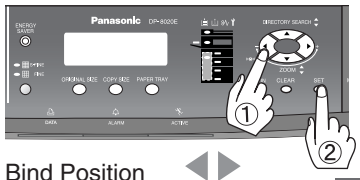
1 SIDED COPY

1-Sided Original to 2-Sided Copy

2-Sided Original to 2-Sided Copy

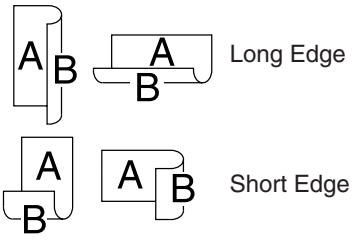
2-Sided Original to 1-Sided Copy

4



Bind Position within 10 seconds (For 1 ➜ 2 Copy, 2 ➜ 1 Copy)

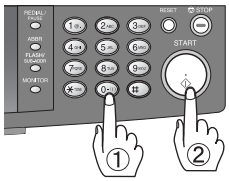
SET

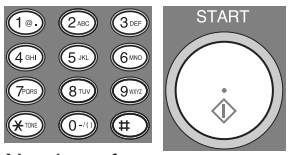


Long Edge

Short Edge

5

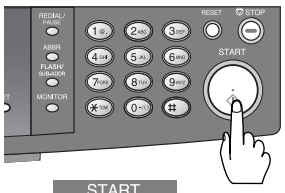




Number of Copies (Max. 999)

6 ~ **9** **From Platen only.**

8



9

The following steps, illustrate how to make multiple copies when the Sort Mode is selected. (See page 42)

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES ➜ Continues to copy another original, repeat steps 1 and 5-② to step 8.

2: NO ➜ Starts making copies.

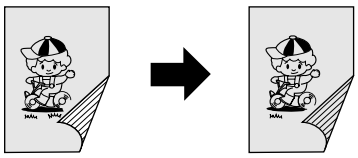
10

Exits this mode.

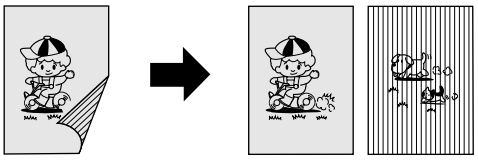
■ 2 ➜ 2 Copy, 2 ➜ 1 Copy (DP-8020E/8020P with optional ADF only)

Copying 2 ➜ 2 or 2 ➜ 1 Copy with optional ADF (not i-ADF)

2 ➜ 2 Copy 2-Sided ➜ 2-Sided Copy

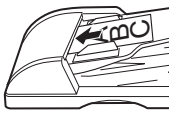


2 ➜ 1 Copy 2-Sided ➜ 1-Sided Copy



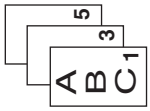
NOTE: When copying 1 ➜ 2 Copy using with the optional ADF (not i-ADF), proceed steps same as using i-ADF.

1 For ADF only

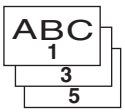


Odd Number Pages

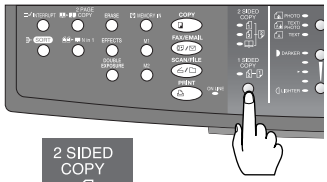
Long Edge Originals

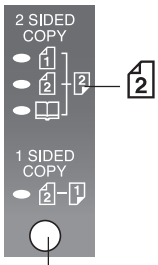


Short Edge Originals



2





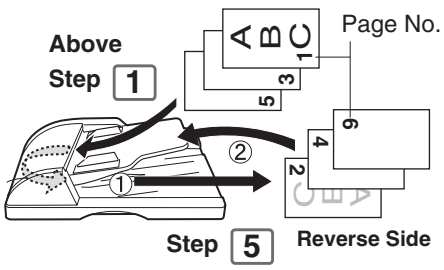
2-Sided Original to 2-Sided Copy

2-Sided Original to 1-Sided Copy

5 SET ORIGINAL ON ADF

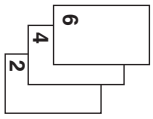
```
INSERT SECOND SIDE
ORIENTATION AS IS
```

Place the reverse side of the original(s) of step 1 in the order and direction of ejection.

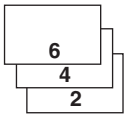


Even Number Pages

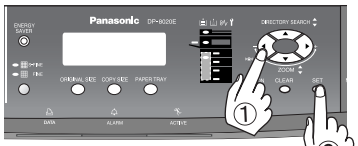
Long Edge Originals



Short Edge Originals

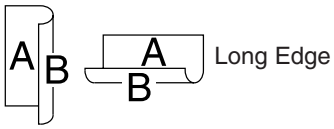


3

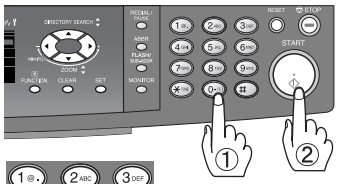


Bind Position
within 10 seconds
(For 2 ➡ 1 Copy only)

SET



4

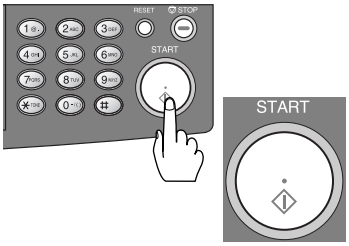


Number of
Copies
(Max. 999)

5

6

PRESS START TO
CONTINUE



7

SET ORIGINALS ON ADF

NOTE: If the page count for the Back side does not match the page count for the Front side (i.e. page double-fed) of the 2-Sided originals, a "TOTAL PAGE MISMATCH" will be displayed and all scanned data will be cancelled. If this occurs, restart from Step 1 and Step 4-② to Step 6.

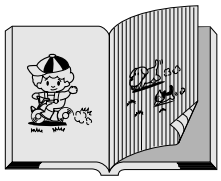
8

Exits this mode.

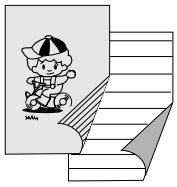
■ Book ➞ 2 Copy (DP-8020E/8020P only)

Book ➞ 2-Sided Copy

The book format and page order can be set in the Copier Settings, "Parameter No. 14 BOOK➞2 DEFAULT" (See page 58)



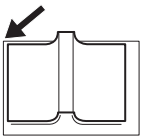
(Book Format: Flipping)



(Page Order: L ➞ R)

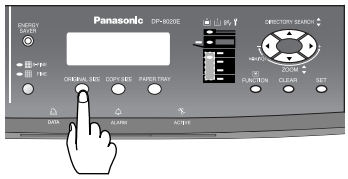
For BooK Format is Flipping:

1



Original Size:
A3, B4, A4-R or A5-R

2



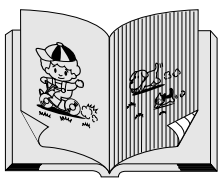
Select A3, B4, A4-R or A5-R size*

5

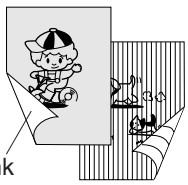
The following steps, illustrate how to make multiple copies when the Sort Mode is selected. (See page 42)

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES ➞ Continues to copy another original, repeat steps 1 and 4-②.
2: NO ➞ Starts making copies.



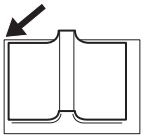
(Book Format: Facing)



(Page Order: L ➞ R)

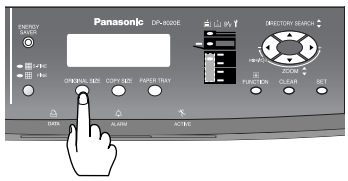
For BooK Format is Facing:

1



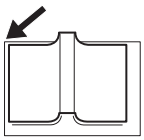
Original Size:
A3, B4, A4-R or A5-R

2



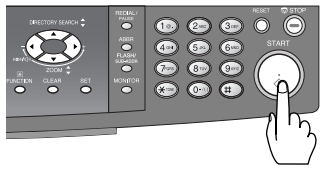
Select A3, B4, A4-R or A5-R size*

6



Next Original (page)

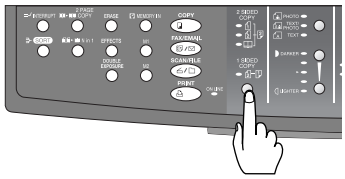
7



NOTE: ∗ If the selected original size is not corrected, book original will not be copied correctly as sample images.

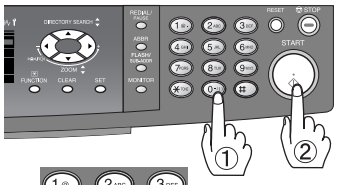
● If the memory overflows while scanning originals, this machine will indicate the error message and stop.

3



Select Book Original to 2-Sided Copy*

4



Number of Copies (Max. 999)

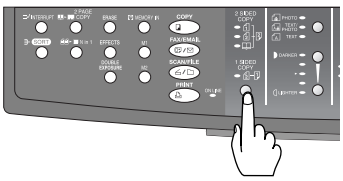
5

6

Exits this mode.

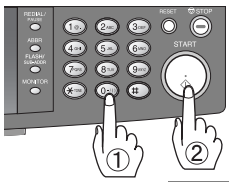
NOTE: ∗ A copy size will be automatically selected.
If a selected copy size paper is not set into the paper tray(s), set paper on the Sheet Bypass (See page 14) or select another copy size with COPY SIZE Key (See page 25).

3



Select Book Original to 2-Sided Copy*

4



Number of Copies (Max. 999)

5

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1@. or 2ABC

1: YES
Continues to Copy another page, go to next step 6
2: NO
Starts making copies

6

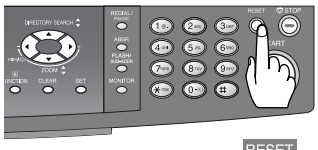
8

The following steps, illustrate how to make multiple copies when the Sort Mode is selected. (See page 42)

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES ➡ Continues to copy another original, repeat steps 1 and 4-② to step 8.
2: NO ➡ Starts making copies.

9



Exits this mode.

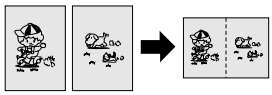
Making Copies

Creative Features

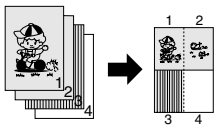
■ N in 1

From two/four 1-Sided originals, side by side, to 1-Sided pages.

● **2 in 1 Copy**



● **4 in 1 Copy**

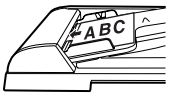


NOTE:
If the original's Orientation is incorrect when N in 1 copy mode is used, the copy sequence may not reproduce properly. If this occurs, change the N in 1 default Orientation in the Copier Settings, "Parameter No. 05 N in 1 DEF." (See page 49)

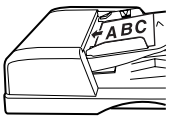
Portrait

Landscape

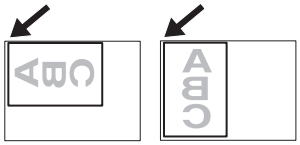
1 **For ADF**



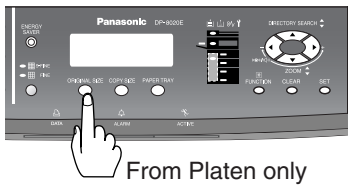
For i-ADF



or



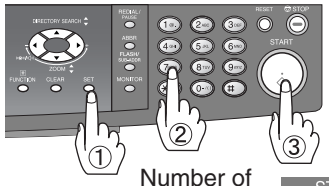
2



From Platen only

A3 : A3
B4 : B4
A4 : A4
A4 : A4-R
A5 : A5
A5 : A5-R

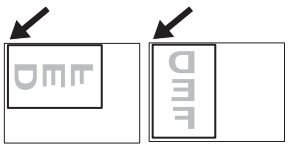
5



SET

Number of Copies (Max. 999)

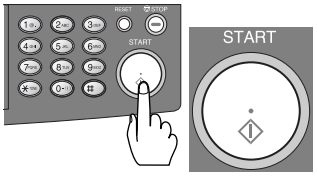
8



Next Original

9

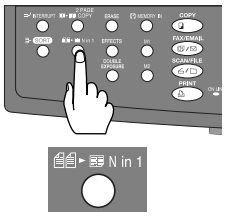
PRESS START TO CONTINUE



Combination for N in 1 copy operation.

Mode	2 in 1			
Originals	1 2	1 2	1 2	1 2
Layout	1 2 / 2 1	1 / 2 — 2 / 1		1 2 / 2 1

3

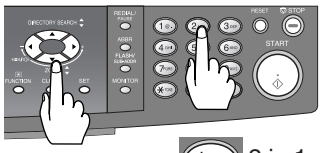


NOTE:

* The COPY SIZE/Zoom Ratio is automatically selected when N in 1 Copy Mode is used. You can also adjust the reduction ratio manually if desired.

4

```
Nin1            (1-2)
ENTER NO. OR v ^
```



or

1 @. 2 in 1

or

2 ABC 4 in 1

2 in 1

```
1:2in1?
PRESS SET TO SELECT
```

or

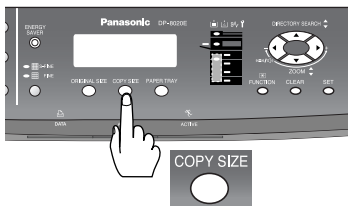
4 in 1

```
2:4in1?
PRESS SET TO SELECT
```

5

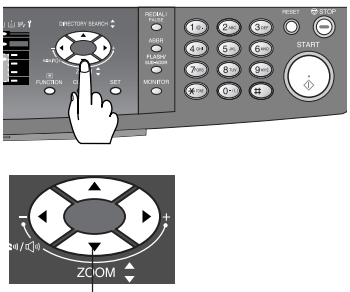
When setting copy ratio manually*

6 For Preset Ratios



A3 : A3
B4 : B4
A4 : A4
A4 : A4-R
A5 : A5
A5 : A5-R

For Variable Zoom Ratios



Up to 200% in 1%

Down to 50% in 1%

7 Step 7 to 11 for Platen only

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1 @. 1: YES
Go to next step.

NOTE: If "2: NO" is selected, the machine will start copying one side of the scanned original.

9

10 For 4 in 1 Copy

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

① Select "1: YES".
② Repeat steps 8 and 9.
③ Select "1: YES".
④ Repeat steps 8 and 9.

11

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES ➜ Continues to copy another original, repeat steps 1 and 6-② to step 9 (10: 4 in 1).
2: NO ➜ Starts making copies.

12

Exits this mode.

RESET

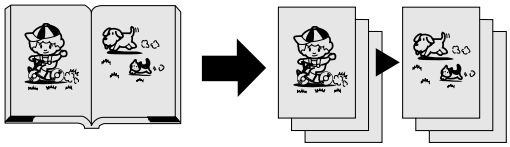
Mode	4 in 1			
Originals	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Layout	1 2 / 3 4 · 1 3 / 2 4 · 2 1 / 4 3 · 3 1 / 4 2	1 2 / 3 4 · 1 3 / 2 4 · 2 1 / 4 3 · 3 1 / 4 2	1 2 / 3 4 · 1 3 / 2 4 · 2 1 / 4 3 · 3 1 / 4 2

Making Copies

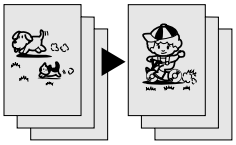
Creative Features

■ 2 Page Copy

Copying two facing pages or a A3 size original on two separate A4 size sheets.



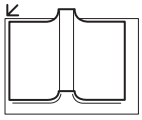
Page Order: L→R
Starts copy from Left page



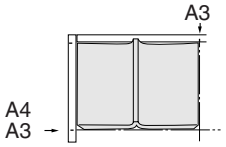
Page Order: R→L
Starts copy from Right page

NOTE:
The page order can be set in the Copier Settings, "Parameter No. 16 (2 PAGE MODE DEF.)" (See page 58)
Default Page Order: L→R

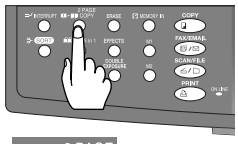
1



Platen
Example: A3 size original



2



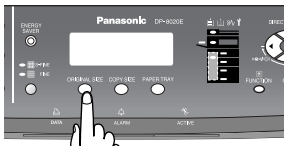
6

The following steps, illustrate how to make multiple copies when the Sort Mode is selected. (See page 42)

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES → Continues to copy another original, repeat steps 1 and 5-②.
2: NO → Starts making copies.

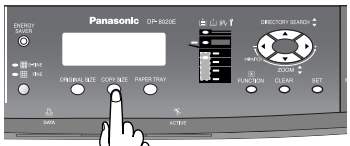
3



Select A3, B4, A4-R or A5-R size*1

ORIGINAL SIZE

4

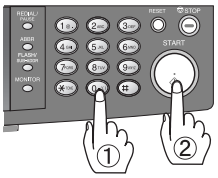


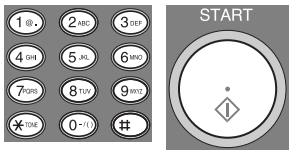
Select a Copy Size*2

COPY SIZE

Original Size		Copy Size
A3	→	A4
A4	→	A5

5





Number of Copies (Max. 999)

6

7

Exits this mode.

RESET

NOTE: ∗1 If the selected original size is not corrected, book original will not be copied correctly as sample images.

∗2 A copy size will be automatically selected.
If a selected copy size paper is not set into the paper tray(s), set paper on the Sheet Bypass (See page 14) or select another copy size with COPY SIZE Key (See page 25).

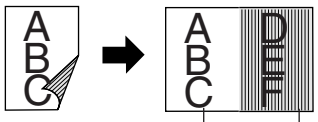
■ Double Exposure

From 2-Sided originals to 1-Sided copies
(side-by-side image).

Original Size:
A4 or A5 Copy Size: A4R

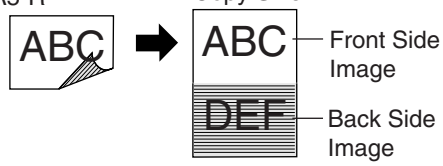
NOTE:
When copying portrait original, set the Portrait in the Copier settings, "1:ORIENTATION of Parameter No. 05 N in 1 DEF." (See page 57)

ex. A5



Front Side Image
Back Side Image

ex. A5-R Copy Size: A4

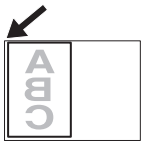


Front Side Image
Back Side Image

NOTE:
When opening the Platen Cover or optional ADF/i-ADF

- An incorrect position detection of the original may occur when a strong light shines on the glass during this mode.
- An incorrect exposure may occur when there is a black line at the edge of the original or an image which the machine interprets as a black pattern in this mode.
- An incorrect exposure may occur when there is a black line at the edge of the original or an image which the machine interprets as a black pattern in this mode.

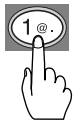
1



Front Side of Original
Original Size:
A4, A4-R, A5 or A5-R size only

5

```
ANOTHER ORIGINAL?
1:YES 2:NO
```



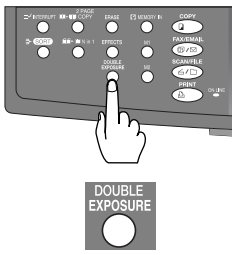
1: YES

NOTE
If “2: NO” is selected, the machine will start copying only scanned original.

9

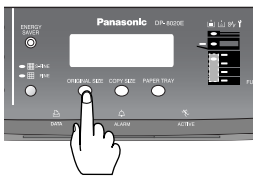
Exits this mode.

2



DOUBLE EXPOSURE

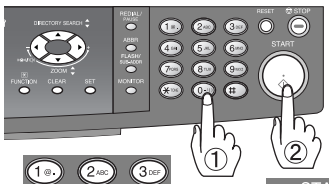
3



ORIGINAL SIZE

Select A4, A4-R, A5 or A5-R

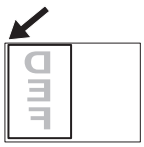
4



Number of Copies (Max. 999)

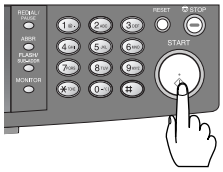
5

6



Back Side of Original

7



8

The following steps, illustrate how to make multiple copies when the Sort Mode is selected. (See page 42)

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES ➜ Continues to copy another original, repeat steps 1 and 4-② to step 7.

2: NO ➜ Starts making copies.

9

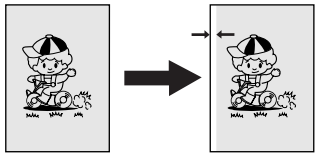
Making Copies

Creative Features

■ Erase (Margin/Edge)

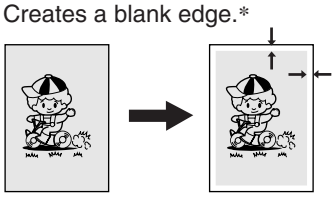
Margin

Shifts image to left, right, top or bottom.*



Edge

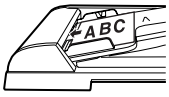
Creates a blank edge.*



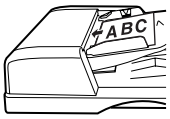
NOTE:

* Shift position of Margin and blank edge value can be changed with Copier Setting Mode. (See page 57)

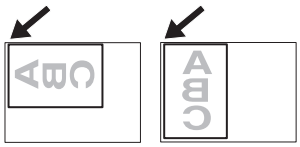
1 **For ADF**



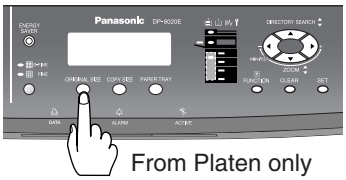
For i-ADF



or



2



From Platen only

ORIGINAL SIZE

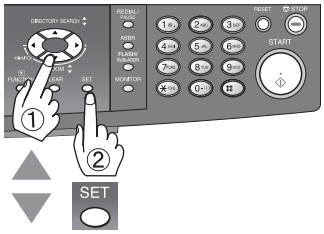
- **A3** : A3
- **B4** : B4
- **A4** : A4
- **A4** : A4-R
- **A5** : A5
- **A5** : A5-R

6 **For Margin**

```
LEFT MARGIN
              10mm  v^
```

For Edge

```
EQUAL RATE
VOID MARGIN = 5mm  ^
```

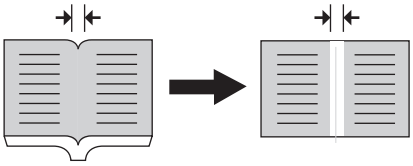


5 - 99 mm

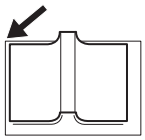
■ Erase (Book)

Book

Eliminates dark inner binding shadows.



1



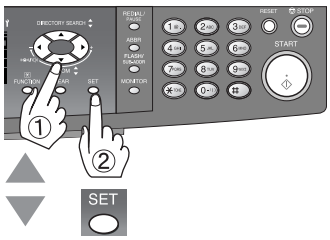
2

ORIGINAL SIZE

- **A3** : A3
- **B4** : B4
- **A4** : A4
- **A4** : A4-R
- **A5** : A5
- **A5** : A5-R

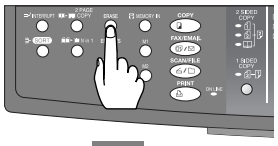
6

```
BOOK MARGIN
CENTER VOID =20mm v^
```



5 - 99 mm

3

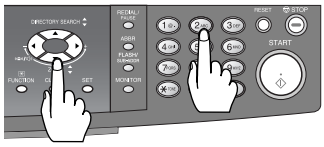


ERASE

This Key will flash.

4

```
ERASE MODE  (1-3)
ENTER NO. OR v ^
```



or 1@. : MARGIN

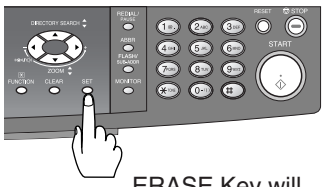
2ABC : EDGE

5

```
1:MARGIN?
PRESS SET TO SELECT
```

or

```
2:EDGE?
PRESS SET TO SELECT
```

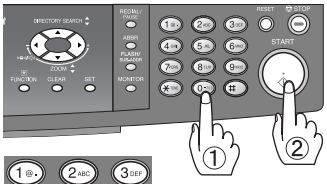


SET

ERASE Key will be changed from flashes to lights.

6

7



Number of Copies (Max. 999)

START

8

Exits this mode.

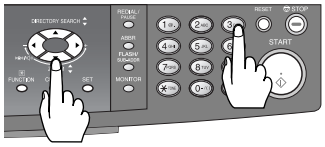
RESET

3

ERASE

4

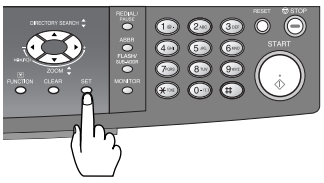
```
ERASE MODE  (1-3)
ENTER NO. OR v ^
```



or 3DEF : Book

5

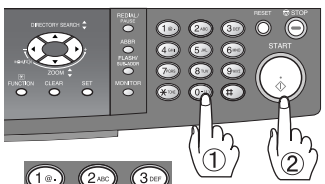
```
3:BOOK?
PRESS SET TO SELECT
```



SET

6

7



Number of Copies (Max. 999)

START

8

Exits this mode.

RESET

■ Effects (Centering/Image Repeat)

Centering

Copy image can be centred automatically on selected paper.

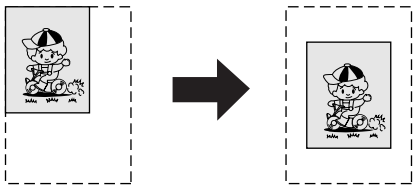
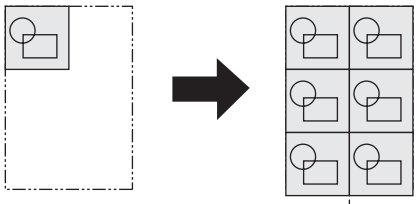


Image Repeat

Creates continuous copy image on one sheet.
Minimum original size: 20 x 20 mm.

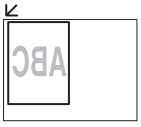


The dotted line can be set to “None” or “Print” by the Copier Settings, "Parameter No. 15 (IMAG. REPEAT DOT.)" (See page 58).

NOTE:

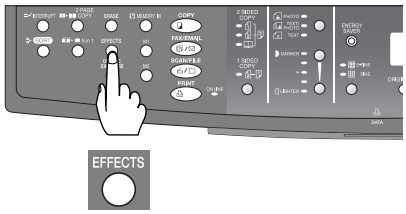
- The final copy may be affected if colored background original(s) do not have a white edge or if it is less than 2 mm wide.
  The default setting of Digital Skyshot Mode should be set to “OFF” in the Copier Settings, Parameter No. 07 (DIGITAL SKYSHOT).
- Remove the originals from the ADF before selecting the Centering and Image Repeat mode.
  An incorrect position detection of the original may occur when a strong light shines onto the glass during the Centering and Image Repeat mode.
  Also an image which the copier interprets as a black pattern in the Centering and Image Repeat modes.

1

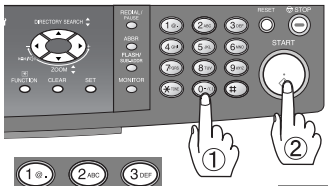


Open the ADF or Platen Cover

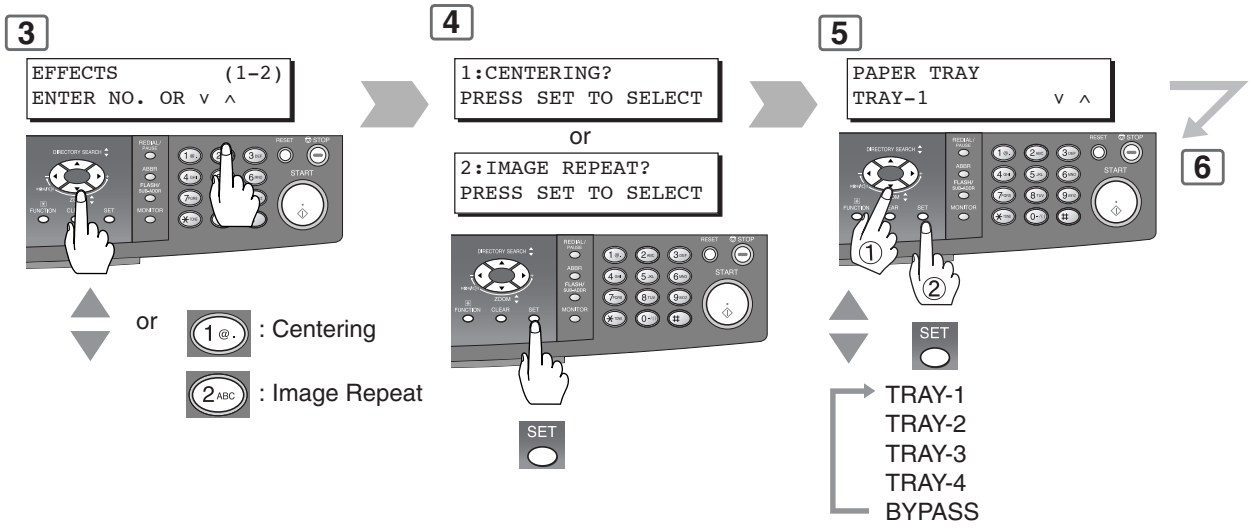
2



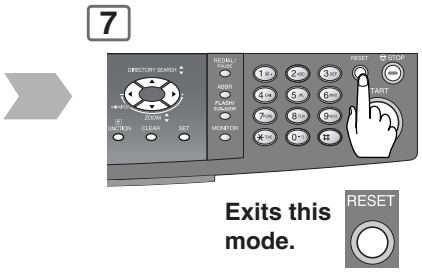
6



Number of Copies (Max. 999)



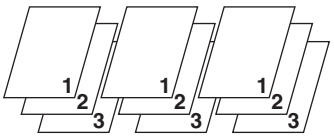
NOTE: Tray-2, 3 and 4 are options. (See page 69)



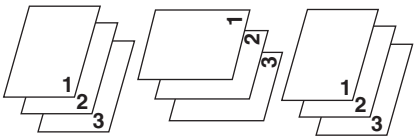
NOTE: An incorrect position detection of the original may occur when a strong light shines onto the glass during the Centering and Image Repeat mode.
Also an image which the copier interprets as a black pattern in the Centering and Image Repeat modes.

■ Sort

Sort
Multiple copy sets are sorted automatically.



Rotate-Sort
Multiple copy sets are sorted automatically and are stored on the Output Tray in alternate direction (rotate). Initial Sort-Rotate Mode is “1:OFF”, this setting can be selected within the General Settings, Parameter No.3 (SORT ROTATE). (See page 54)

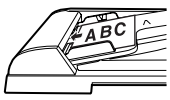


(Available A4 size paper only)

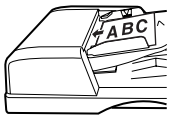
Non-Sort
Copy is stored on the Output Tray.

NOTE
Initial Sort Mode settings can be selected within the Copier Settings, "Parameter No. 10 SORT PRIORITY ADF or No. 11 (SORT PRIOR. GLASS)". (See pages 57 and 58)
Initial Sort Priority Setting:
For ADF: 2:Sort; For Platen: 1:Non-Sort

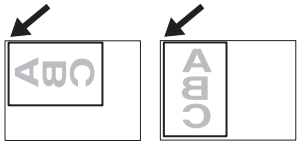
1 **For ADF**



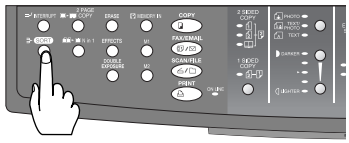
For i-ADF



or



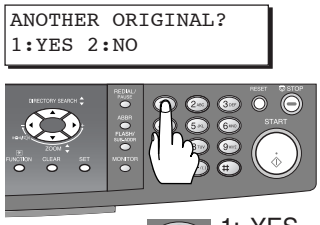
2



Lights
Sort mode is selected.

Steps 5 to 8 from Platen only

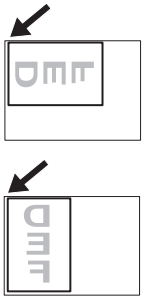
5



1@. 1: YES
Go to next step

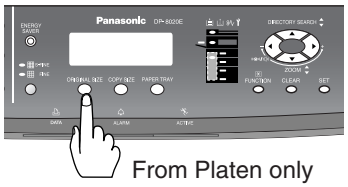
NOTE
If “2: NO” is selected, the machine will start copying one side of the original(s).

6



Next Original

3

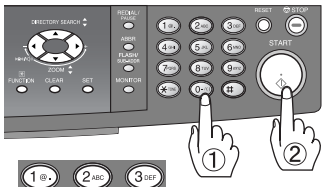


From Platen only

ORIGINAL SIZE

A3 : A3
B4 : B4
A4 : A4
A4 : A4-R
A5 : A5
A5 : A5-R

4

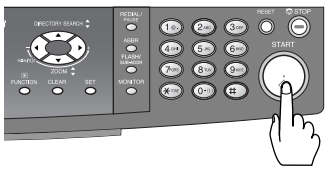


Number of Copies (Max. 999)

5 ~ **8**
From Platen only

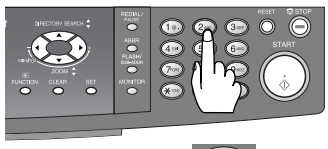
7

PRESS START TO CONTINUE



8

ANOTHER ORIGINAL?
1:YES 2:NO



1 : YES
Continues to copy another original, repeat steps 1 and 4-② to step 7.

2 : NO
Starts making copies.

Making Copies

Other Features

■ Skyshot Mode

Skyshot allows copying a manuscript without generating dark borders even if the Platen Cover or ADF is opened.
Two types of Skyshot modes can be selected;
Digital Skyshot Mode : The scanning area (size) is not pre-determined.
Manual Skyshot Mode: The scanning area (size) is pre-registered into memory (M1 and M2) in advance.

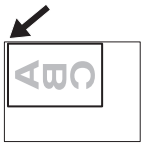
■ Digital Skyshot Mode

The default setting of Digital Skyshot Mode is “NORMAL”. This default setting can be changed in the Copier Settings.
(See page 57)

NOTE
The default setting of Digital Skyshot Mode is “NORMAL”. In this setting, the unit scans once. If there are black areas around the borders in the copies, set the Digital Skyshot Mode to “QUALITY” to soften the dark borders. In this setting, the unit scans twice.
OFF : NONE
NORMAL : Default setting (usually select this mode).
QUALITY : For better definition, select the Quality mode.

- The final copy may be affected if colored background original(s) do not have a white edge or if it is less than 2 mm wide. The default setting of Digital Skyshot Mode should be set to “OFF” in the Copier Settings, Parameter No. 07 (DIGITAL SKYSHOT).

1



Open the ADF more than 45 degrees wide.

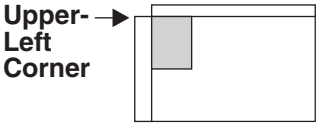
■ Manual Skyshot Mode

Set the "Parameter No. 08 (MANUAL SKYSHOT)" in the Copier Settings first. (See page 57)

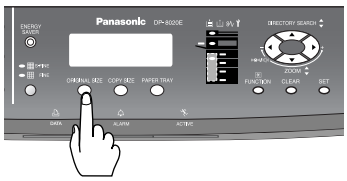
NOTE
- When using the manual skyshot mode, the M1 and M2 are turned On and another job requiring memory cannot be used.

1

From Platen



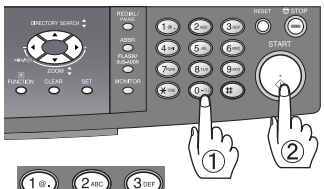
2



ORIGINAL SIZE

A3 : A3
B4 : B4
A4 : A4
A4 : A4-R
A5 : A5
A5 : A5-R

3

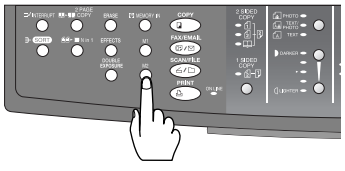


Number of Copies (Max. 999)

NOTE

- An incorrect detection of the original may occur when a strong light shines onto the glass during digital skyshot mode.
- Incorrect exposure may occur when there is a black line at the edge of the original or an image which the machine interprets as a black pattern in the digital skyshot mode.

2

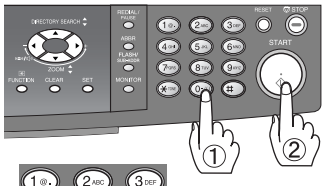


Custom size*

M1 or M2

* Default M1/M2 size can be changed by Function mode. (See page 50)

3



Number of Copies (Max. 999)

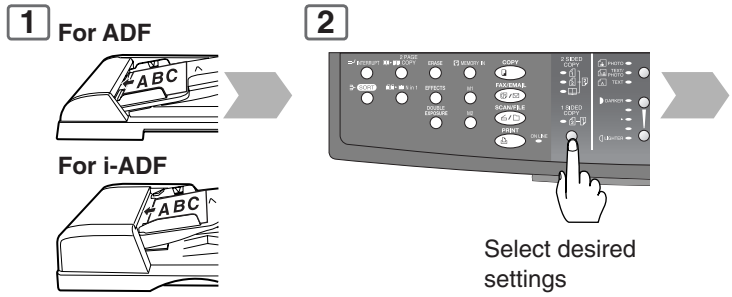
Making Copies

Other Features

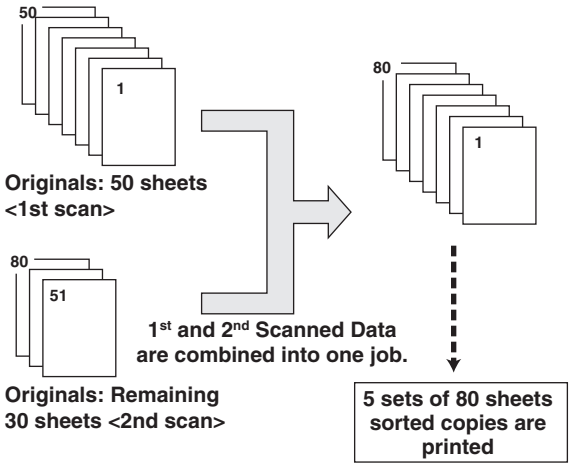
■ Job Build and SADF Mode

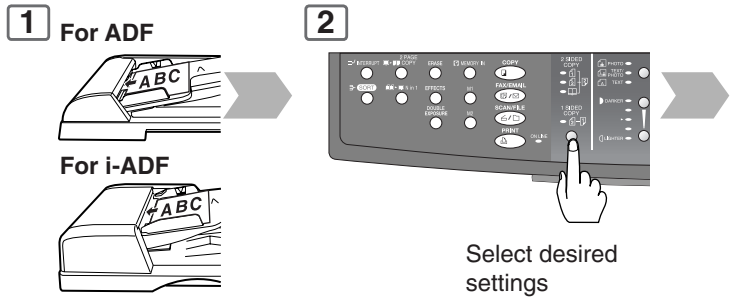
Special originals (like thin paper, etc.) can be fed from the ADF Tray and copied continuously using the Job Build and SADF Mode.

NOTE: Set the Copier Setting No. 12 (SADF DEFAULT) to "OFF" position in advance. (See page 59)
Thin paper: minimum 55 g/m²



Example: To make 5 sets of sorted copies of 80 sheets of originals. (A4 size)

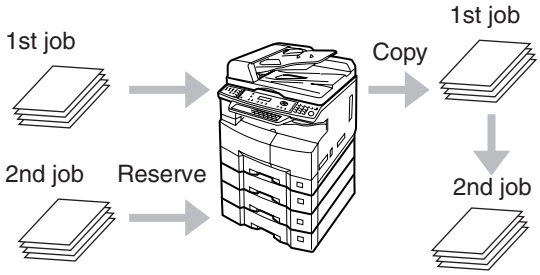


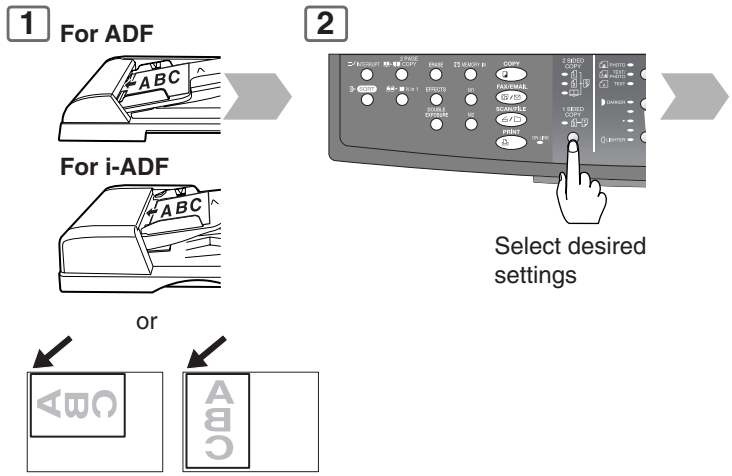


Place the first 50 sheets of originals on the ADF Tray.

■ Concurrent Copying

The next copy job can be reserved even if the current copy job is not completed.
(Requires the optional Hard Disk Drive and Image Memory (See page 69) to be installed)

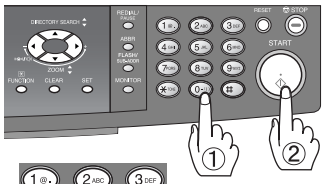




NOTE

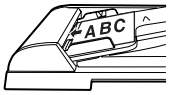
- Job Build and SADF function cannot be combined with 2 ➡ 1 and 2 ➡ 2.
- Concurrent Copying function cannot be used when the Job Build and SADF function is selected to "ON" position in the Copier Setting No. 12 (SADF DEFAULT). (See page 59)

3



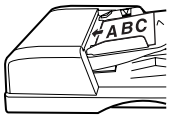
Number of Copies
(Max. 999)

4 **For ADF**



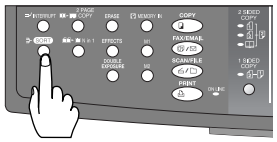
Place the next original within 5 sec. of last ejected original.

For i-ADF



Starts the printing process.

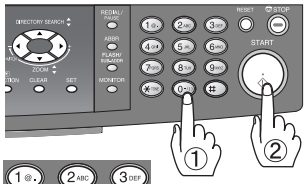
3



Select the Sort mode

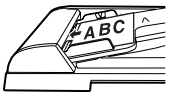
Lights
Sort mode is selected.

4



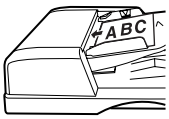
Number of Copies
(Max. 999)
(ex. 5)

5 **For ADF**



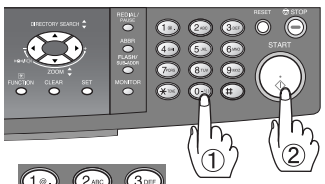
Place the next original within 5 sec. of last ejected original.
(30 sheets)

For i-ADF



Starts the printing process.
(ex. 5 sets of 80 sheet sorted copies)

3



Number of Copies
(Max. 999)

Starts making a copy

4

When starting the printing process:
Set the next copy job, repeat steps 1 to 3.
Next original(s) will be scanned.

- Next Jobs can be reserved up to 12 jobs.

5

When 1st copy job is completed, next original(s) will be automatically printed.

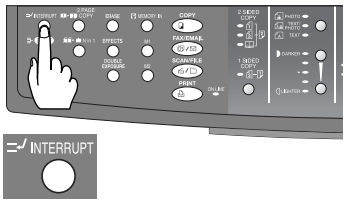
Making Copies

Other Features

■ Interrupt Mode

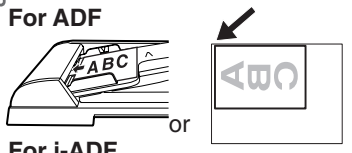
This mode interrupts the current running copy job and allows other copy jobs to be processed.

1

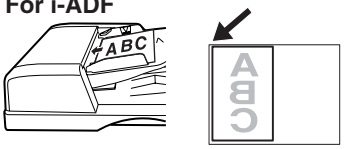


2 Other Job

For ADF



For i-ADF



(See pages 24-43)

■ Energy Saver (Power Saver Mode, Sleep/Shutdown Mode)

These modes save power while the machine is not in use.

Power Saver Mode

To enter

or

Automatically enters the Power Saver Mode after 10 minutes from the last job.

Flashes : Power Saver Mode

To exit

or Any Key

Sleep/Shutdown Mode

Automatically enters the Sleep/ Shutdown Mode after 10 minutes from the last job.

Lights : Sleep/Shutdown Mode

NOTE

∗ To adjust the default Sleep/ Shutdown Mode timer, see page 54.

To exit

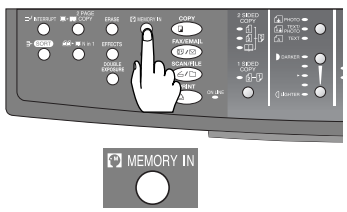
■ Job Memory

Two Copy Jobs can be stored in Memory (M1 to M2) for recall at a later time.

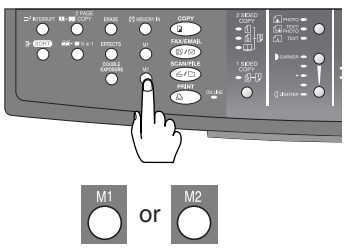
To store a job in memory

Set up the copy job to be stored. (See pages 24-43)

1

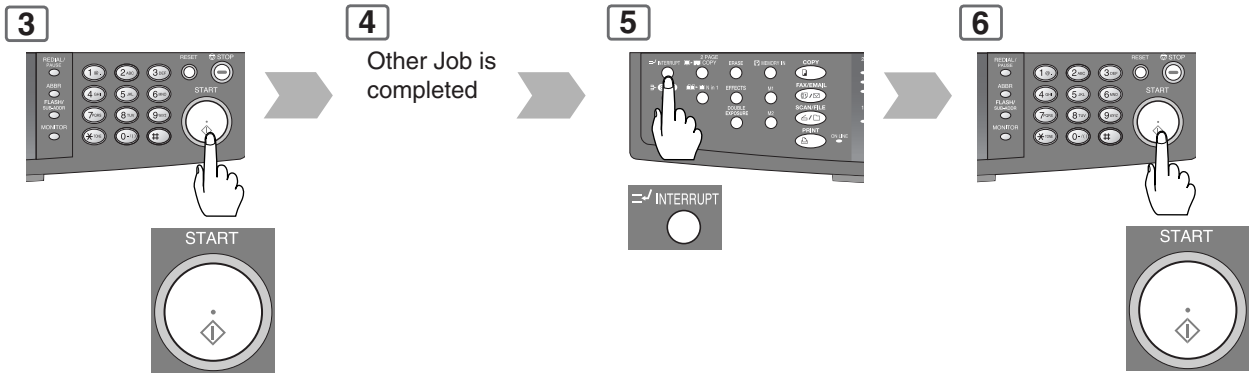


2



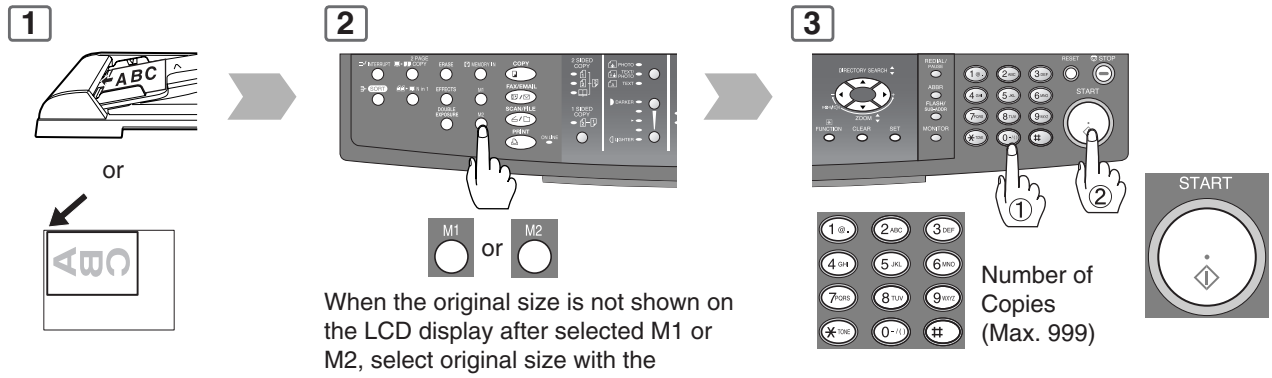
NOTE

- JOB MEMORY mode will not be deleted even if the power switche is turned Off.
- When using the manual skyshot mode, the M1 and/or M2 are turned On and other job requiring memory cannot be used.



Modes	Power Consumption	Warm Up Time	Unavailable Functions
Standby	Approx. 120 W	—	————————
Power Saver	Approx. 19.5 W	Approx. 30 sec.	————————
Sleep	Approx. 9.5 W	Approx. 30 sec.	————————
Shutdown	Approx. 1.6 W	Approx. 30 sec.	• Printer Function (Local USB and Network Connection) • Internet Fax/Email Function • Facsimile Function (The LAN Cable may not be connected, or the "DHCP DEFAULT" setting is set to "VALID", while in this mode (Shutdown), the machine will not answer an incoming Fax call) (See page 55)

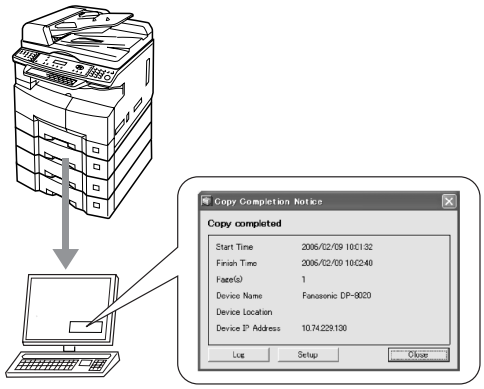
To recall a job stored in memory



When the original size is not shown on the LCD display after selected M1 or M2, select original size with the Original Size Key.

■ Completion Notice

If Completion Notice is set, you will be notified on your computer when copying is completed.
Before using this function, install the **Panasonic Document Management System (Communications Utility)** and the **Printer Driver (with Job Status Utility)** on your computer, and then configure each software referring to **Setting up the Scanner Configuration using the Communications Utility**, and **Setting up the Completion Notice.** (See Page 72)



1

Communications Utility Icon

Job Status Utility Icon

Confirm that the **Communications Utility**, and the **Job Status Utility** icons are displayed on the task bar of your PC.

- If they are not, click **Start** button, and then select **[All Programs]** -> **[Panasonic]** -> **[Panasonic Document Management System]** -> **Communications Utility** to activate the Communications Utility icon, and/or select **[All Programs]** -> **[Panasonic]** -> **[Job Status Utility]** -> **[Job Status Utility]** to activate the Job Status Utility icon.

Select a Station (PC's Address)

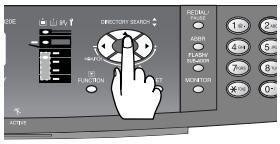
ABBR

4-1

```
ABBR [_ ]
ENTER ABBR No.
```

DIRECTORY SEARCH

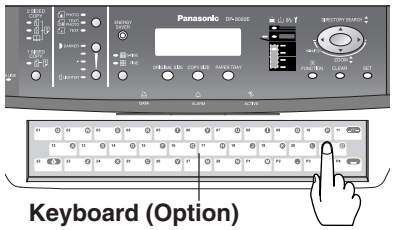
4-1



```
ENTER LETTER(S)
_
```

ONE-TOUCH*

4-1



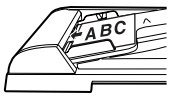
Keyboard (Option)

```
<10>PANA
10.74.252.63
```

NOTE

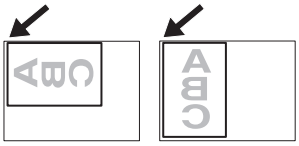
- "ONE-TOUCH" is available when the optional Keyboard (DA-KB180) is installed.
- This Completion Notice is available only when connected to the Network.
  To reset the Completion Notice, press COPY key and FUNCTION key simultaneously.

2 **For ADF**

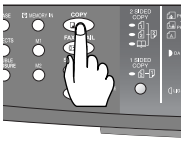


For i-ADF

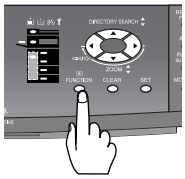
or



3



and

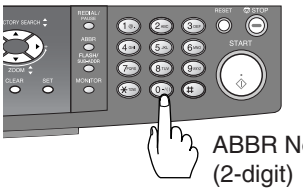


Press COPY key and FUNCTION key simultaneously

```
COMPLETION NOTICE
SELECT DESTINATION
```

4-1

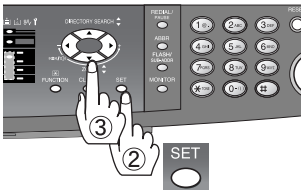
4-2



ABBR No. (2-digit)

```
[01]SALES
10.74.252.66
```

4-2



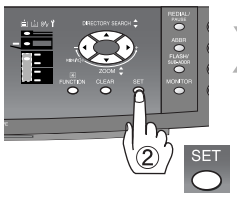
① Enter letter(s)
(See page 70)

```
ENTER LETTER(S)
SA_
```

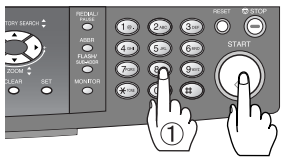
```
[06]SALES 3
[05]SALES 2
[01]SALES
10.74.252.66
```

③ ③

5



6



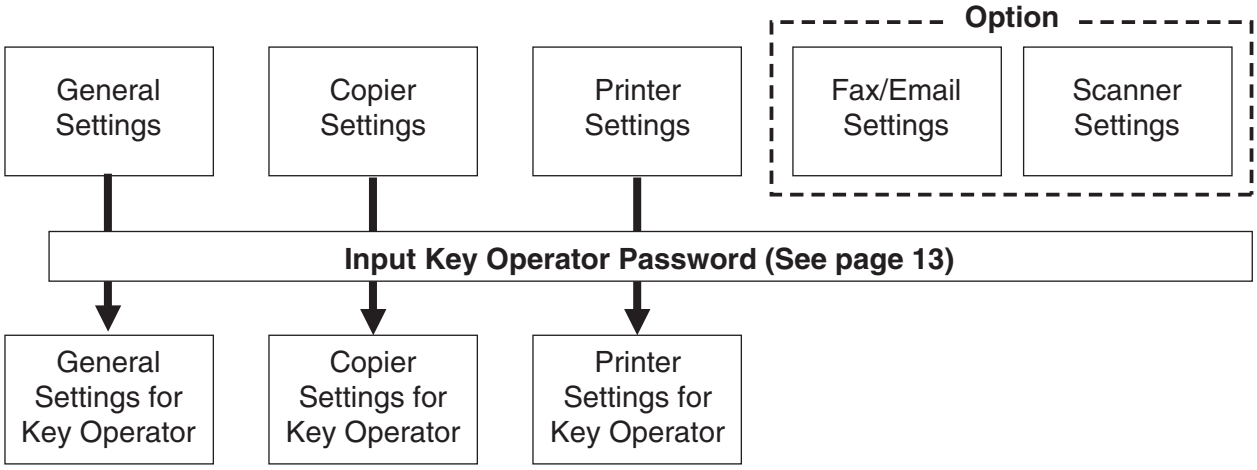
Number of Copies (Max. 999)

or

Copy Job Completed Notice will be displayed on your PC.

Function

■ Using Function Modes to Change the Initial Machine Modes



General Settings: Changing the Initial Machine Modes

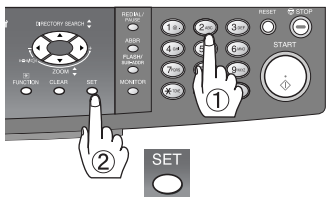
- Power On Default Mode, Key Operator Mode, etc. (See page 54)
  For Key Operator:
  Paper Size, Department Counter, Network TCP/IP settings, etc.
  (See pages 54 - 56)

■ Procedure

1

Select a Function

2 Select a desired setting by pressing keys.



COPY : General/Copier Settings → 1 : **General Settings** or 2 : **Copier Settings**

FAX/EMAIL : Fax/Email Settings

SCAN/FILE : Scanner Settings

PRINT : Printer Settings → 4 : **Printer Settings**

Scanner Settings (Scan Parameters) (See page 74)

Fax/Email Settings
Refer to Operating Instructions (For Facsimile and Internet Fax/Email)

NOTE

- Please refer to the appropriate operating instructions manual for function settings on options.
- Function setting is accessible only when the machine is in Ready Mode.
- Fax/Email and Scanner Settings are only available when optional Network Scanner Module and/or Fax Communication Board or Internet Fax/E-mail Module is installed. (See page 69)

Copier Settings:

Changing the Initial Copier Modes

- Default function of each copy mode.
  (See pages 57 and 58)
  For Key Operator:
  Original mode, Contrast, etc.
  (See pages 58 and 59)

Printer Settings:

Changing the Initial Printer Modes

- Default function of each print mode.
  (See page 59)
  For Key Operator:
  Job completion time, Page protection, Error page print, Spool function, PS configuration, Font list print, Mailbox data handling, etc.
  (See page 60)
- Normally, you do not need to set the Printer Settings. Special Printer Settings may be required when printing text data directly to the printer from the MS-DOS command prompt.

Scanner Settings:

Changing the Initial Scanner Modes

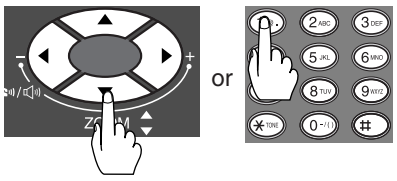
- Original mode, Compression mode, Resolution, etc.
  (See page 61)

Fax/Email Settings:

Changing the Initial Fax/Email Modes
Refer to Operating Instructions (For Facsimile & Internet Fax/Email).

3

Select a mode with the Cursor Key or Keypad



4

Setting the desired Function Parameter(s).

① Select a setting with the Keypad.
② Confirm a setting with the SET Key.

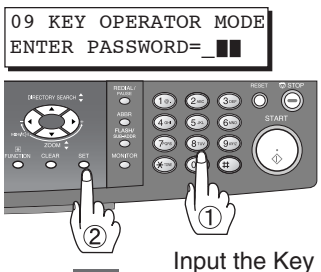
5

RESET

Exits this Function Mode

When selecting the Key Operator Mode:
(Ex: General Settings)

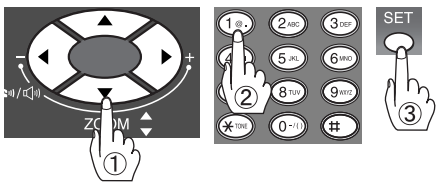
4



Input the Key Operator Password (3-digit)
(See page 13)

5

Set the desired Function Parameter(s).



① Select a mode with the Cursor Key or Keypad.
② Select a setting with the Keypad.
③ Confirm a setting with the SET Key.

6

RESET

Exits this Function Mode

Function

■ General Settings

No.	Modes	Function	Initial Setting
00	POWER ON DEFAULT	Selects the default operation mode. 1:COPY / 2:FAX / 3:PRINTER / 4:SCANNER (Fax, and SCANNER is option, see page 69)	1: COPY
01	SORT MEMORY USAGE	Selects whether to display the amount of sort memory used on the control panel. 1:OFF / 2:DISPLAY	1: OFF
02	DEPT. COUNTER	Displays the Total Copy usage and copy limit of the selected department.	Consult your authorized service provider
03	SORT-ROTATE	Selects the rotate-sort mode. 1:OFF / 2:ON (Available A4 size paper only)	1:OFF
09	KEY OPERATOR MODE	Inputs the key operator password. ENTER PASSWORD = ■■■	

NOTE: When inputting above General Settings mode No., no need to input the first "0", input only the second number of the two digit display.

The following Parameter Settings require the input of the Key Operator Password:

■ General Settings (For Key Operator)

No.	Modes	Function	Initial Setting
00	GENERAL LIST	Prints the general settings list, and meter count readings. PRESS SET TO PRINT	
01	PAPER SIZE	Selects the Paper Tray and sets the Paper Size. (See page 62) 1:TRAY-1 / 2:TRAY-2 / 3:TRAY-3 / 4:TRAY-4 (TRAY-2 to 4 are option) A4 ▯ → A4 ▭ → B5 ▯ →B5 ▭ → A5 ▯ → A5 ▭ → FLS1 ▭ → FLS2 ▭ → LEDGER ▭ → LEGAL ▭ → LETTER ▯ → LETTER ▭ → INVOICE ▭ →A3 ▭ →B4 ▭ →	
03	AUTO RESET TIME	Selects the Control Panel reset time. 1:OFF / 2:30 sec / 3:1 min. / 4:2 min. / 5:3 min. / 6:4 min.	3:1 min.
04	ENERGY SAVER MODE	Sets the Energy Saver mode and time. 1:INVALID / 2:POWER SAVER / 3:SLEEP / 4:SHUTDOWN Power Saver mode timer: 1-240 min. Sleep/Shutdown mode timer: 1-240 min.	3:SLEEP 10 min.
05	ENERGY SAVER TIME	Sets the Energy Saver Timer (power saver mode). Start (ON) : 00:00 End (OFF) : 00:00 Input the Start and End time with Cursor Keys and Keypad. Once you set the Power Saver ON/OFF timer, set the timer repeats everyday.	Start00:00 End00:00
06	LANGUAGE DEFAULT	Selects the default message language for the display.	
07	SPECIAL TRAY 1	Selects the paper tray to use for special paper. 1:NONE / 2:TRAY-1 / 3:TRAY-2 / 4:TRAY-3 / 5:TRAY-4 / 6:BYPASS (TRAY-2 to 4 are options, see page 69)	1:NONE

<to be continued>

■ General Settings (For Key Operator) (Continued)

No.	Modes	Function	Initial Setting
08	SPECIAL TRAY 2	Selects the paper tray to use for special paper. 1:NONE / 2:TRAY-1 / 3:TRAY-2 / 4:TRAY-3 / 5:TRAY-4 / 6:BYPASS (Only available when optional TRAY-2 and 3/4 are installed. See page 69)	1:NONE
09	KEY/TOUCH BEEP	Selects the default key sound level. 1:OFF / 2:SOFT / 3:LOUD	2:SOFT
10	BYPASS SET BEEP	Selects whether to sound a Beep when paper is set on the Sheet Bypass. 1:INVALID / 2:VALID	1:INVALID
11	ORIG.SET BEEP ADF	Selects whether to sound a Beep when paper is placed on the ADF. 1:INVALID / 2:VALID	2:VALID
12	PAPER OUT ROTATE	Machine will automatically rotate the image to accommodate the orientation of the paper in another Tray and print when the selected Tray is empty. 1:OFF / 2:ON	1:OFF
13	DEPT. COUNTER MODE	Monitors the copy usage of each department. 1:TOTAL COUNTER 2:DEPT. COUNTER 3:DEPT. COUNTER LIST	Consult your authorized service provider
17	DATE & TIME	Sets the date and time. (Day, Month, Year, Time) Input the date and time with Cursor Keys and Keypad.	
19	IP ADDRESS (DHCP)*1,*2	Displays the IP Address which was reserved by DHCP server.	
20	SUBNET MASK(DHCP)*1,*2	Displays the Subnet Mask Address which was reserved by DHCP server.	
21	DEF. G/W IP(DHCP)*1,*2	Displays the Gateway IP Address which was reserved by DHCP server.	
22	DHCP DEFAULT*3	Selects whether to enable the DHCP. 1:INVALID / 2:VALID	2:VALID
23	DNS SERVER ADDR.*2	Selects whether to enable the DNS Server, and sets its settings for Internet Fax/Email Function. 1:INVALID 2:VALID <Sub Function> 1:HOST NAME / 2:DOMAIN NAME / 3:PRI. DNS SERVER (IP ADDRESS1) / 4:SEC. DNS SERVER (IP ADDRESS2)	2:VALID
24	MAC ADDRESS	Indicates the MAC address.	

<to be continued>

NOTE ∗1 When setting other than DHCP server Network settings, Parameter No. “22 (DHCP DEFAULT)” should be set to “INVALID” first, then setup Parameters No.19 to 21.
∗2 When Parameters No. 19 to 23 (except 22) and No. 23 are set, cycle the power by turning the Power Switch on the Right Side of the machine OFF and ON.
∗3 When not connecting to LAN, the DHCP setting should be in the INVALID position. When the DHCP setting is on VALID, and the machine is in the Shutdown Mode, Fax reception will not be accepted.

■ General Settings (For Key Operator) (Continued)

No.	Modes	Function	Initial Setting
25	HARD DISK FORMAT*1	Formats the hard disk. PRESS SET TO START	
26	HARD DISK ERR CHK*1	Selects the provision for the hard disk error check. PRESS SET TO START	
27	ABBR GROUP ID	Inputs the Group ID for the address book. 0-99	0
28	COMMUNITY NAME(1)*2	Selects whether to change the Community Name(1) SNMP. Enable read only	public
29	COMMUNITY NAME(2)*2	Selects whether to change the Community Name(2) SNMP. Enable read/write	public
30	DEVICE NAME*2	Inputs the device name when required. (For Status Monitor/EtherTalk Machine Name)	
31	DEVICE LOCATION*2	Inputs the device name when required. (For Status Monitor)	
33	USER AUTH	Set the User Authentication Mode. COPY 1:INVALID / 2:VALID FAX 1:INVALID / 2:VALID PRINTER 1:INVALID / 2:VALID SCANNER 1:INVALID / 2:VALID	 INVALID INVALID INVALID INVALID
34	AUTH DOMAIN	Inputs the Authentication Domain Name Domain Name: Up to 15 characters. DNS Domain Name: Up to 60 characters.	

NOTE *1 Available only when the optional Hard Disk Drive Unit is installed.
*2 When Parameters No. 28 to 31 are set, cycle the power by turning the Power Switch on the Right Side of the machine OFF and ON.

■ Copier Settings

No.	Modes	Function	Initial Setting
00	MARGIN DEFAULT	Selects the margin shift value. 1:POSITION / 2:VALUE <Sub-Function> 1:LEFT / 2:RIGHT / 3:TOP / 4:BOTTOM **Procedure:** Select "1:POSITION" and select a Margin position then, select "2:VALUE" and input a shift value with Keypad.	1:LEFT 10 mm
01	EDGE DEFAULT	Selects the edge width. 1:EQUAL RATE (X & Y) / 2:INDIVIDUAL **Procedure:** Select "1:EQUAL RATE (X & Y) " or "2:INDIVIDUAL" then, input a edge value with Keypad. EQUAL RATE (X & Y): same edge value INDIVIDUAL: different edge values (X and Y)	1:EQUAL RATE 5 mm
02	BOOK MARGIN DEF.	Selects the book void width. 5 - 99 mm	20 mm
03	FRAME MARGIN	Select whether to set the frame margin. 1:INVALID / 2:VALID	1:INVALID
04	2-SIDED MODE DEF.	Selects the default duplex priority mode. 1:OFF / 2:1→2 / 3:2→2 / 4:BOOK→2	1:OFF
05	N in 1 DEF.	Selects the N in 1 default mode. **Procedure:** Select a Function (ex: ORIENTATION) then, select a Sub-Function (ex: PORTRAIT) 1:ORIENTATION Select from the following original sizes: A3 (▭), B4 (▭), A4 (▯), A4-R (▭), A5 (▯) or A5-R (▭). <Sub-Function> 1:PORTRAIT / 2:L-SCAPE 2:LAYOUT <Sub-Function> 1:2 in 1 / 2:4 in 1 <Sub-Function: 2in1> 1:L→R / 2:R→L <Sub-Function: 4in1> 1: 1 2 / 3 4 / 2: 1 3 / 2 4 / 3: 2 1 / 4 3 / 4: 3 1 / 4 2	1:ORIENTATION <Sub-Function> For A3/B4/A4-R/ A5-R 2:L-SCAPE For A4/A5 1:PORTRAIT 2:LAYOUT <Sub-Function> 1:2 in 1 <Sub-Function> 1:L→R
06	N in 1 WITH FRAME	Selects whether to enable the edge deletion. 1:INVALID / 2:VALID	1:INVALID
07	DIGITAL SKYSHOT	Selects the default digital skyshot mode. 1:OFF / 2:NORMAL / 3:QUALITY	2:NORMAL
08	MANUAL SKYSHOT	Selects whether to enable the Manual Skyshot. 1:OFF / 2:M1 ON / 3:M2 ON / 4:M1,M2 ON	1:OFF
09	AUTO EXPOSURE	Selects whether the auto exposure is enabled. 1:INVALID / 2:VALID	2:VALID
10	SORT PRIORITY ADF	Selects the sort priority when using the ADF. 1:NON-SORT / 2:SORT	2:SORT

<to be continued>

■ Copier Settings (Continued)

No.	Modes	Function	Initial Setting
11	SORT PRIOR. GLASS	Selects the sort priority when using the Platen. 1:NON-SORT / 2:SORT	1:NON-SORT
12	1→2 BINDING DEF.	Selects the binding location for 1→2 Copy. 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
13	2→1 BINDING DEF.	Selects the binding location for 2→1 Copy. 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
14	BOOK → 2 DEFAULT	Selects the page layout of the Book→2 copy. 1:BOOK FORMAT <Sub-Function> 1:FACING / 2:FLIPPING 2:PAGE ORDER <Sub-Function> 1:L→R / 2:R→L	1:BOOK FORMAT 2:FLIPPING 2:PAGE ORDER 1:L→R
15	IMAG. REPEAT DOT.	Selects whether to print the dotted line. 1:NONE / 2:PRINT	2:PRINT
16	2 PAGE MODE DEF.	Selects the page order of 2 page copy. 1:L→R / 2:R→L	1:L→R
19	KEY OPERATOR MODE	Inputs the key operator password. ENTER PASSWORD = ■■■	

The following Parameter Settings require the input of the Key Operator Password:

■ Copier Settings (For Key Operator)

No.	Modes	Function	Initial Setting
00	COPY SETTING LIST	Prints the copier settings list. PRESS SET TO PRINT	
01	ORIGINAL	Selects the halftone default setting. 1:TEXT / 2:TEXT/PHOTO / 3:PHOTO	2:TEXT/PHOTO
02	TEXT CONTRAST	Selects the default contrast setting for the Text mode. 1-5	3
03	T/P CONTRAST	Selects the default contrast setting for the Text/Photo mode. 1-5	3
04	PHOTO CONTRAST	Selects the default contrast setting for the Photo mode. 1-5	3
05	MAX. COPY SETTING	Select the maximum number of copies allowed per job. 1-999	999
06	M1,SIZE	Inputs the frequently used size in job memory 1. **Procedure:** Input X size (5 - 432) and press SET Key then, input Y size (5 - 297) with Keypad.	70 x 160 mm
07	M2,SIZE	Inputs the frequently used size in job memory 2. **Procedure:** Input X size (5 - 432) and press SET Key then, input Y size (5 - 297) with Keypad.	95 x 220 mm
08	MEM. FULL ACTION	Selects the action to take during memory full condition. 1:PRINT / 2:CANCEL	1:PRINT
09	TONER SAVE (TEXT)	Selects the Toner Save Level to use for the Text mode. 1:NONE / 2:LEVEL1 / 3:LEVEL2	1:NONE

No.	Modes	Function	Initial Setting
10	TONER SAVE (T/P)	Selects the Toner Save Level to use for the Text/Photo mode. 1:NONE / 2:LEVEL1 / 3:LEVEL2	1:NONE
11	TONER SAVE (PHOTO)	Selects the Toner Save Level to use for the Photo mode. 1:NONE / 2:LEVEL1 / 3:LEVEL2	1:NONE
12	SADF DEFAULT	Selects whether the Job Build and SADF Mode is enabled. 1:OFF / 2:ON	1:OFF

■ Printer Settings

No.	Modes	Function	Initial Setting
00	NUMBER OF PRINTS	Sets the default number of prints. 1-999	1
01	PAPER SIZE	Sets the default paper size setting. A3 / B4 / A4 / B5 / A5 / LEDGER / LEGAL / LETTER / INVOICE / FLS1 / FLS2	A4
02	PAPER TRAY	Sets the default Paper Tray selection. Auto / BYPASS / TRAY-1 / TRAY-2 / TRAY-3 / TRAY-4	Auto
03	PRINT DIRECTION	Sets the default print orientation setting. 1:PORTRAIT / 2:L-SCAPE	1:PORTRAIT
04	PRINT DATA	Determines the provision of the print data. PRESS SET TO PRINT	
05	2-SIDED PRINT	Selects whether the 2-Sided print setting is enabled. 1:OFF / 2:ON	1:OFF
06	BIND POSITION	Sets the default bind position. 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
07	RESOLUTION	Sets the default resolution setting. 1:300dpi / 2:600dpi / 3:1200dpi	2:600dpi
08	FONT (PCL)*1	Sets the default PCL font. 0-99	0
09	SYMBOL TABLE (PCL)*1	Sets the default PCL symbol table. 0-35	11
10	PITCH (PCL)*1	Sets the default PCL pitch. 0.44-99.99	10.00
11	POINT SIZE (PCL)*1	Sets the default PCL point size. 4.00-999.75	12.00
12	LINES/PAGE (PCL)*1	Sets the default PCL lines/page. 5-128	60
13	RETURN CHARACTER (PCL)*1	Sets the default PCL return character. 1:CR / 2:CR+LF	1:CR
14	MUTUAL A4/LETTER	Selects whether the mutual size A4/LETTER is enabled. 1:OFF / 2:ON	1:OFF
15	MAILBOX MEMORY*2	Indicates the mailbox memory status. PRESS SET TO SELECT	
19	KEY OPERATOR MODE	Inputs the key operator password. ENTER PASSWORD = ■■■	

*1 Available only when the optional Printer Controller Module is installed.
*2 Available only when the optional Hard Disk Drive Unit is installed.

Function

The following Parameter Settings require the input of the Key Operator Password:

■ Printer Settings (For Key Operator)

No.	Modes	Function	Initial Setting
00	PRINTER SETTINGS	Prints the printer settings. PRESS SET TO PRINT	
01	COMPLETION TIME	Sets the job completion time setting. 1-999SEC	180SEC
02	PAGE PROTECTION	Selects whether to enable automatic compression when the received data exceeds the page memory capacity. (This is accomplished by reducing resolution, and/or deleting pixels to fit the data onto the available page memory, then print it out.) When the setting is in the "OFF" position, upon exceeding the page memory capacity, the print job is deleted and an Error message is displayed. 1:OFF / 2:ON	1:OFF
03	ERROR PAGE PRINT	Selects whether to print the error page. 1:OFF / 2:ON	2:ON
04	SPOOL FUNCTION	Selects whether to enable the spool function. 1:OFF / 2:ON	2:ON
05	TEXT PRINT	Selects whether to print the text page only. 1:OFF / 2:ON	2:ON
06	PS CONFIGURATION*1	Prints the PS configuration page. PRESS SET TO PRINT	
07	FONT LIST PRINT (PCL)*2	Prints the PCL font list. PRESS SET TO PRINT	
08	FONT LIST PRINT (PS)*1	Prints the PS font list. PRESS SET TO PRINT	
09	MAILBOX DATA HOLD*3	Selects the automatic holding time frame for the mailbox data. Infinity / 1 DAY / 2 DAYS / 3 DAYS / 4 DAYS / 5 DAYS / 6 DAYS / 7 DAYS	7 DAYS
10	DELETE MAILBOX*3	Selects whether to delete All the mailbox data or only the data Before the time frame selected in the "09 Mailbox Data Hold" setting. 1:ALL / 2:BEFORE	
11	PRINT QUEUE DEL	Selects whether to disable the Key Operator's Password (authorization) requirement to delete the print queue. 1:FREE / 2:KEY OP. (Operator)	2:KEY OP.
12	APPLETALK ZONE*1	Inputs a AppleTalk zone name.	

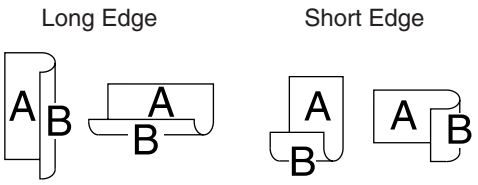
*1 Available only when the optional Multi Page Description Language Controller Module is installed.
*2 Available only when the optional Printer Controller Module is installed.
*3 Available only when the optional Hard Disk Drive Unit is installed.

■ Scanner Settings (Scan Parameters)

No.	Modes	Function	Initial Setting
00	SCANNER SETTINGS	Prints the scanner settings. PRESS SET TO PRINT	
01	ORIGINAL MODE	Selects the default Halftone setting for the originals. 1:TEXT / 2:TEXT/PHOTO / 3:PHOTO	2:TEXT/PHOTO
02	COMPRESSION MODE	Selects the default compression mode setting. 1:MH / 2:MR / 3:MMR / 4:JBIG	4:JBIG
03	RESOLUTION	Sets the default resolution setting. 1:STANDARD / 2:FINE / 3:S-FINE	3:S-FINE
04	BIND POSITION	Selects the default bind position of 2-Sided original.*1 (See below) 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
05	FILE TYPE/NAME	Selects the default File Type format. 1:TIFF / 2:PDF	1:TIFF
06	CHANGE KEYBOARD	Selects the Keyboard Type when the One Touch Sheet is changed on the Keyboard*2 1:QWERTY / 2:QWERTZ / 3:AZERTY	1:QWERTY

∗1 When scanning the 2-Sided original, use the optional i-ADF.
∗2 When the optional Keyboard (DA-KB180) is installed.

<Bind Position of 2-Sided Original>



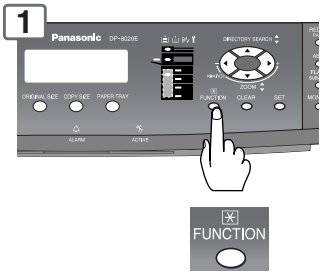
Function

For Example

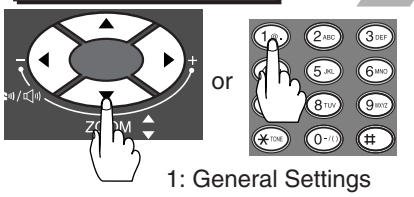
■ Changing the Paper Size (Paper Tray)

The Paper Trays are designed to accommodate A5, A4, and B4 Size paper.

1

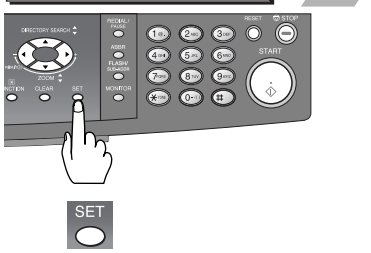


2

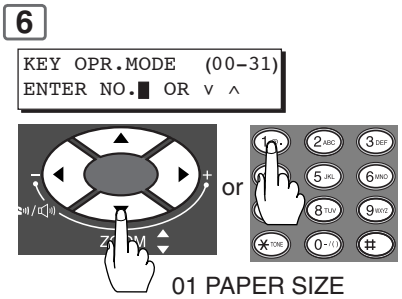


1: General Settings

3

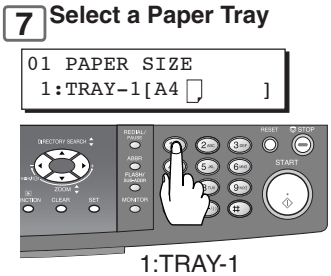


6



01 PAPER SIZE

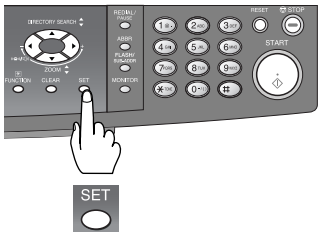
7 **Select a Paper Tray**



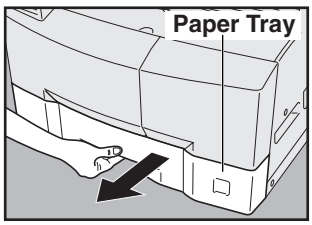
1:TRAY-1
2:TRAY-2
3:TRAY-3
4:TRAY-4

NOTE: TRAY-2, 3, 4 are options
(See page 69)

8

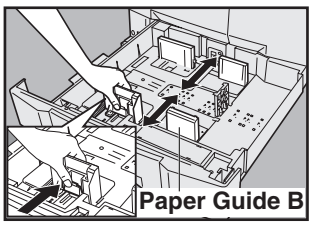


12



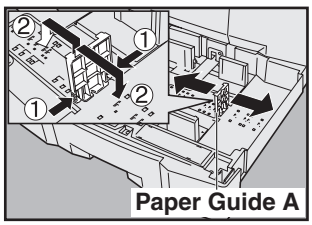
ex. Paper Tray-1

13



Paper Guide B Adjustment

14

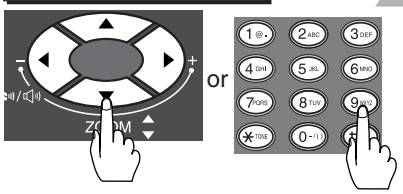


Paper Guide A Length Adjustment

NOTE
It is recommended that the paper guide B is fixed in place with a screw, consult your authorized service provider for details on how to fasten the guide.

4

GENERAL PARAM. (0-9)
ENTER NO.▌ OR ∨ ∧



or

9 (09 KEY OPERATOR MODE)

5

09 KEY OPERATOR MODE
ENTER PASSWORD=_▮▮

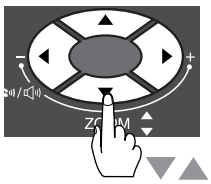
3-digit
(See page 13)

SET

6

9

TRAY-1
A4 ∨ ∧



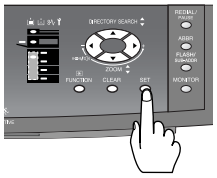
Select a
Paper Size

A4 → A4 → B5 → B5 → A5

A5 → FLS1 → FLS2 → LEDGER → LEGAL

LETTER → LETTER → INVOICE → A3 → B4

10



When setting another Paper Tray, repeat steps 7 to 9.

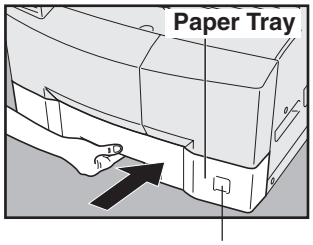
SET

11

RESET

12

15



Change the Paper Size Indicator

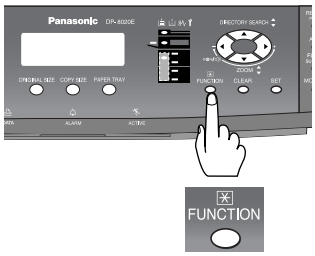
Function

For Example

■ Department Counter

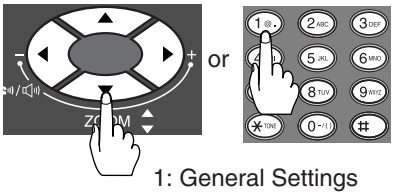
The Department Counter feature can limit the number of copies, administer counters and Identification Code numbers for each department. (Maximum Number of Departments: 300)
Contact your authorized Panasonic dealer to enable the Department Counter feature.

1



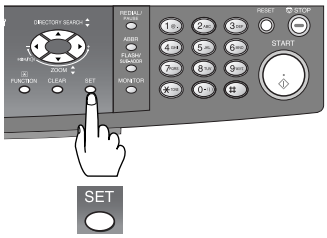
2

```
FUNCTION MODE (1-2)
ENTER NO. OR   v ^
```



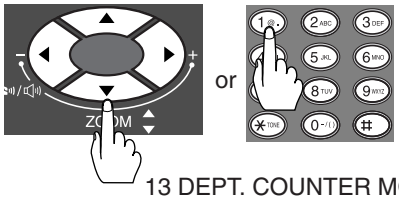
1: General Settings

3



6

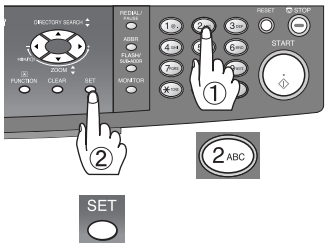
```
KEY OPR. MODE (00-31)
ENTER NO.▌ OR v ^
```



13 DEPT. COUNTER MODE

7

```
13 DEPT. COUNTER MODE
1: TOTAL COUNTER
```



10

```
DEPT. COUNTER
001:123450
```

MAX COPIES
001:123456

ID CODE
001:0123

SET
SET
SET

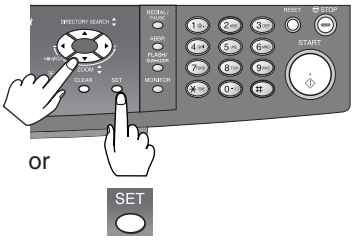
```
DEPT. COUNTER
002:123500
```

MAX COPIES
002:125000

ID CODE
002:45678

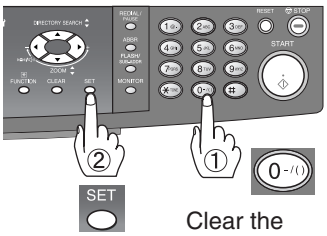
SET
SET

Next Department



11 **For Department Counter**

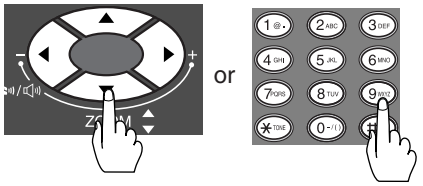
```
DEPT. COUNTER
001:123145
```



Clear the counter to "0".

4

```
GENERAL PARAM. (0-9)
ENTER NO.▌ OR   v ^
```

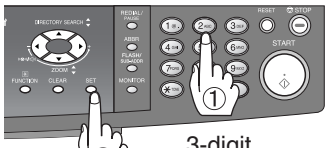


or

9 (09 KEY OPERATOR MODE)

5

```
09 KEY OPERATOR MODE
ENTER PASSWORD=▌■■
```



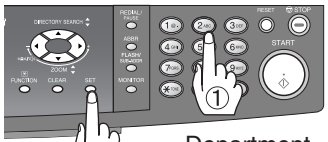
SET

3-digit
(See page 13)

6

8

```
DEPT. CODE (1-300)
ENTER NO. OR v ^
```

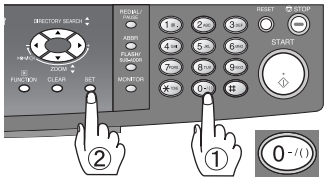


SET

Department
No (01-50)

9 **For Department Counter**

```
DEPT. COUNTER
001:123145
```

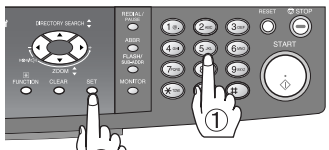


SET

Clear the
counter to "0".

For ID (Identification) Code

```
ID CODE
001:12345678
```



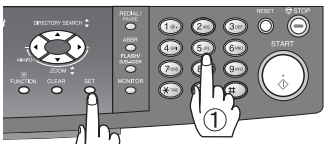
SET

ID Code
(1 to 8-digit)

10

For Maximum Copies

```
MAX COPIES
001:12345678
```

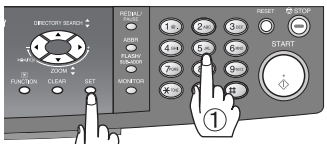


SET

Maximum
number of
Copies (8-digit)

For ID (Identification) Code

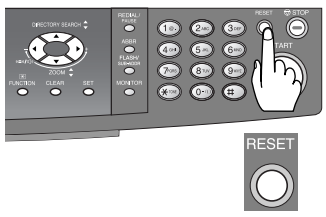
```
ID CODE
001:12345678
```



SET

ID Code
(1 to 8-digit)

12



RESET

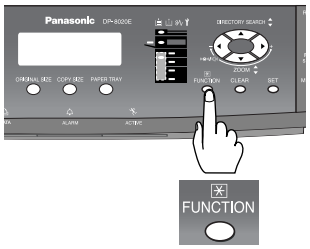
Function

For Example

■ Network Settings

When the Parameter No. 22 (DHCP DEFAULT) is set to “INVALID”, the Key Operator must administer the Network settings manually. Enter these required Network Setting: No. 19 (TCP/IP ADDRESS), 20 (TCP/IP SUBNET MSK) and 21 (TCP/IP G/W ADDR.), in the same manner as shown in the following example.

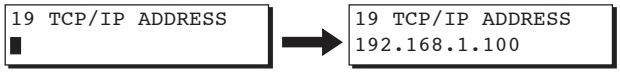
1

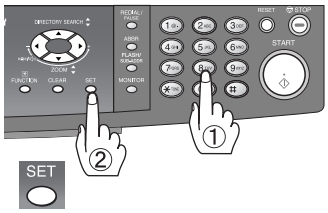


2

Same procedure as steps 2 to 5 above.

6





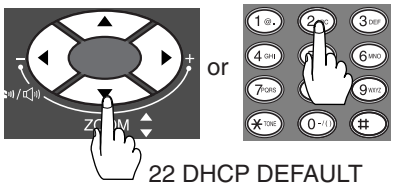
Input the TCP/IP Address
Ex.: 192.168.1.100
Use the “ ∗ ” key to enter a period.
1 → 9 → 2 → ∗
→ 1 → 6 → 8 → ∗
→ 1 → ∗ → 1 → 0 → 0

10

Turn the Power Switch on the Right Side of the machine OFF and ON.

3

```
KEY OPR. MODE (00-31)
ENTER NO. OR    v ^
```

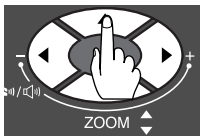


4

```
22 DHCP DEFAULT
 2:VALID
```

5

Select “19 TCP/IP ADDRESS”



▲ (4 times)

6

7

```
20 TCP/IP SUBNET MSK
```

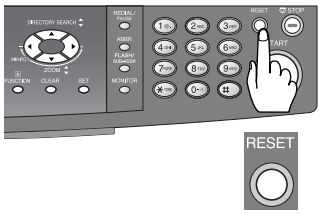
Input the Subnet Mask same procedure as in step 6.

8

```
21 TCP/IP G/W ADDR.
```

Input the Gateway Address same procedure as in step 6.

9



10

Function

Function

Combined Function Table

First Selections \ Next Selections	1➡2	2➡1	2➡2	Book➡2	2 Page	N in 1	Sort/Rotate-Sort	Non-Sort	Zoom	Edge	Book	Margin	Image Repeat	Centering	Interrupt*	Manual Skyshot	Digital Skyshot	Double Exposure
1 ➡ 2	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	A	◎	A	A	◎	A
2 ➡ 1*	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	×	A	A	×	×
2 ➡ 2*	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	×	A	A	×	×
Book ➡2	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	×	A	A	◎	×
2 Page	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	×	A	A	◎	×
N in 1	◎	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	×	A	A	◎	×
Sort/Rotate-Sort	◎	◎	◎	◎	◎	◎	A	A	◎	◎	◎	◎	◎	◎	A	A	◎	◎
Non-Sort	◎	◎	◎	◎	◎	◎	A	A	◎	◎	◎	◎	◎	◎	A	A	◎	◎
Zoom	◎	A	A	A	◎	◎	◎	◎	A	◎	◎	◎	◎	◎	A	A	◎	◎
Edge	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	×	A	A	◎	◎
Book	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	◎	A	×	A	A	◎	◎
Margin	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	A	×	A	A	◎	◎
Image Repeat	A	A	A	A	A	A	◎	◎	◎	×	×	×	A	A	A	A	◎	A
Centering	◎	A	A	A	A	A	◎	◎	◎	×	×	×	A	A	A	A	◎	A
Interrupt	◎	◎	◎	◎	◎	◎	／	／	◎	◎	◎	◎	◎	◎	R	×	◎	◎
Manual Skyshot	×	×	×	×	×	×	／	／	◎	◎	◎	◎	×	×	◎	×	×	A
Digital Skyshot	◎	×	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	／	A
Double Exposure	×	×	×	×	×	×	◎	◎	◎	◎	◎	◎	×	×	◎	A	×	A

◎ : Possible Combined Functions.
× : Unavailable Combined Functions.
A : Next Selection is Carried Out.
R : When the same function is selected twice, the second selection is ignored.
／ : Functional combination that cannot be performed.

NOTE: * While making copies with the 2➡1 or 2➡2 Copy using the optional ADF (DA-AS181), the Interrupt mode cannot be selected.

Accessories

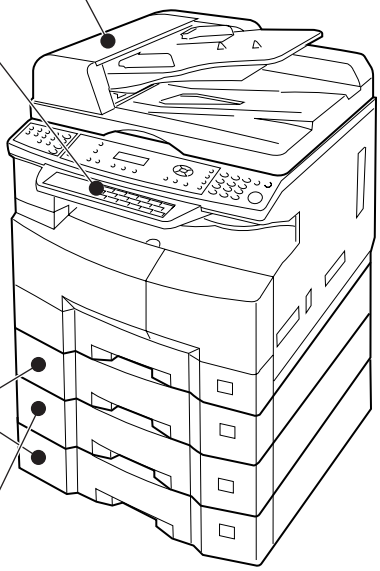
Components

■ The DP-18020E/8020P/8016P is a digital photocopier which can produce images with great clarity. Furthermore, its copying functionality can also be greatly enhanced by the addition of the following options and supplies.
We hope you find that the wide ranging capabilities will make your office-place more productive and efficient.

■ Options

ADF
(DA-AS181)
i-ADF
(DA-AR202)
- Duplexing
- For DP-8020E only

Keyboard
(DA-KB180)
- For Fax/E-Mail, Network Scanner Function (For DP-8020E/8020P only)



2nd/4th Paper Tray
(DA-DS184)
4th: For DP-8020E/8020P only

3rd Paper Tray
(DA-DS185)
(For DP-8020E/8020P only)

Fax Communication Board
(DA-FG180)
(For DP-8020E/8020P only)

Image Memory
(DA-SM16B/64B/28B)
- 16/64/128 MB
- To increase the memory capacity for electronic sorting.

Hard Disk Drive (HDD) Unit
(DA-HD18)
- This option also requires at least 16 MB of optional Sorting Image Memory (DA-SM16B)
- For PS Printing (for Fonts), Security Print/Mailbox, Account Management
  For DP-8020E/18020P only:
  For Concurrent Copy, Electronic Sorting Memory, PS/PCL Print Job Spooling

Expansion Board
(DA-EM600)
- Expansion F-ROM (8 MB)

Printer Controller Module
(DA-PC820)
- Printer Controller for PCL6*

Multi Page Description Language Controller Module
(DA-MC820) (For DP-8020E/8020P only)
- Printer Controller for PS*/PCL6

■ Supplies

Part Name	Part No.	Remarks
Toner	DQ-TUJ10K	Toner
Verification Stamp	DZHT000004	X-Stamp for Fax Option

NOTE

* PCL6 is a Page Description Language of the Hewlett-Packard Company.
PS is a Page Description Language of the Adobe Cooperation.

- Contact your authorized Panasonic dealer for details on options combination.

■ Document Scanning

When Panasonic Document Management System (Panasonic-DMS) is installed and configured on your PC, document(s) can be scanned from the the machine to your PC.

Direct Connection
(with Crossover Cable, see page 76)

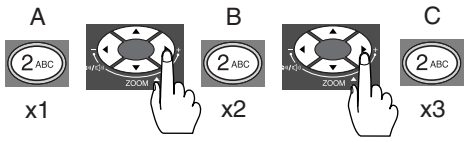
- Document Scanning directly from the Machine to your PC using Windows “My Network Places” or “Network Neighborhood”.
  NOTE:
  USB Port is used for printing only, and is not available for local scanning.

NOTE
If the PC's address (IP address) is not shown on the LCD of the machine, register the PC's address with the Communications Utility software. (See page 72)

- When entering letter(s), use either of the following methods.

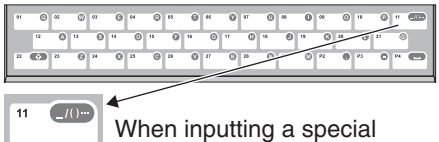
With Keypad
ex. SALES

ex. ABC



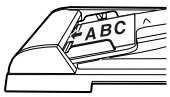
- To delete a Character / Symbol, press [CLEAR] .
- To enter a space, press [MONITOR] .

With Keyboard
When optional Keyboard (DA-KB180) is installed:

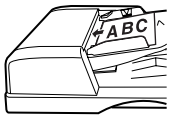


When inputting a special character, press "_/()···".

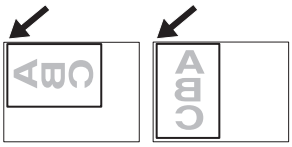
1 **For ADF**



For i-ADF*1

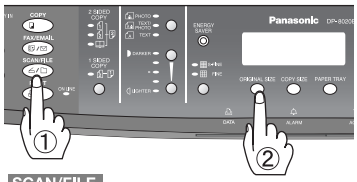


or



*1 When scanning the 2-Sided original, use the optional i-ADF.

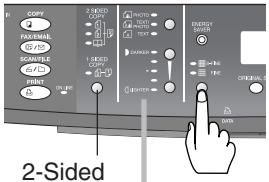
2



Original Size
(From Platen only)

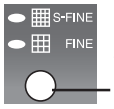
- **A3** : A3
- **B4** : B4
- **A4** : A4
- **A4** : A4-R
- **A5** : A5
- **A5** : A5-R

When selecting the scanning resolution/contrast:

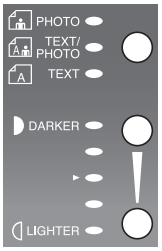


2-Sided Original*2

*2 When scanning the 2-Sided original, select bind position of original.
(See page 27)



S-FINE : 600 x 600 dpi
FINE : 300 x 300 dpi
When the TEXT mode is selected as follows and S-FINE and FINE are not selected : 150 x 150 dpi



Select type of Original(s)
PHOTO : Mainly Photo
TEXT/PHOTO : Text and Photo combined
TEXT : Mainly Text

Adjust the Manual Exposure
Press **DARKER** or **LIGHTER** Key (5 steps)

When adding a file name or selecting a compression format.
(See page 74)

4

```
SCANNING DOCUMENT
PAGES=001        00%
```

When using ADF/i-ADF
- Skip to step 8

From Platen only

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

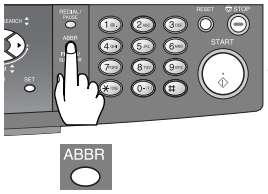
1@. or 2ABC

1: YES
Go to next step
2: NO
Skip to step 8

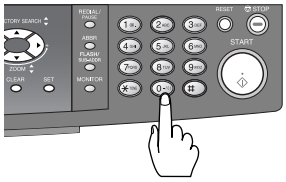
Select a Station (PC's Address)

ABBR

3-1

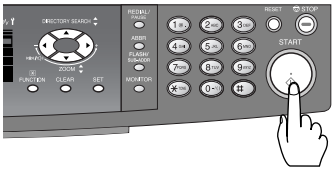


3-2



ABBR No.
(2-digit)

3-3



4

START

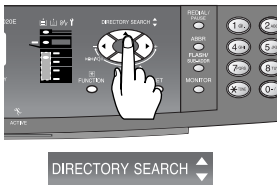
```
ABBR [_ ]
ENTER ABBR No.
```

```
[01]SALES
10.74.252.66
```

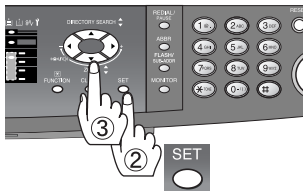
```
SCANNING DOCUMENT
PAGES=001          01%
```

DIRECTORY SEARCH

3-1

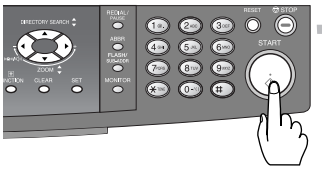


3-2



① Enter letter(s)

3-3

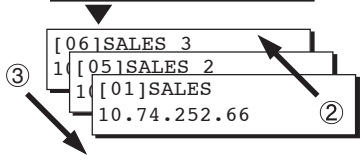


4

START

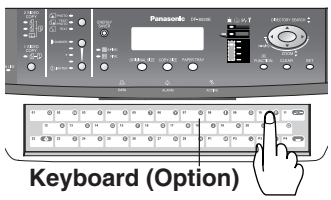
```
ENTER LETTER(S)
_
```

```
ENTER LETTER(S)
SA_
```



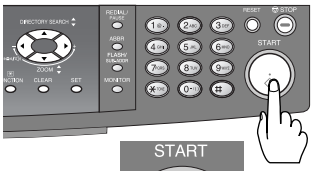
ONE-TOUCH*

3-1



Keyboard (Option)

3-2



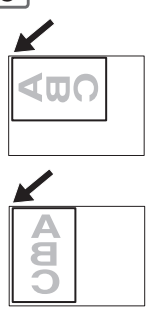
4

START

```
<10>PANA
10.74.252.63
```

NOTE
"ONE-TOUCH" is available when the optional Keyboard (DA-KB180) is installed.

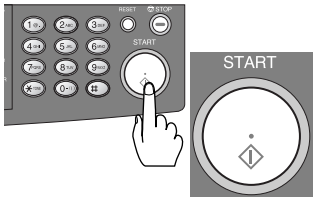
5



Next Original

6

```
PRESS START
A4
```



7

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1:YES
Continues to scan another original(s), repeat steps 5 and 6.
2:NO
No next original.

8

```
DATA IS BEING
TRANSFERRED TO PC
```

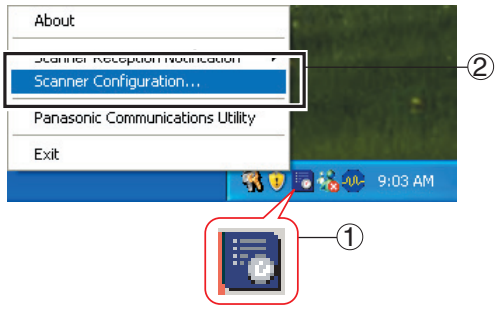
▼

```
TRANSFER COMPLETED
```

■ Adding your PC's IP Address

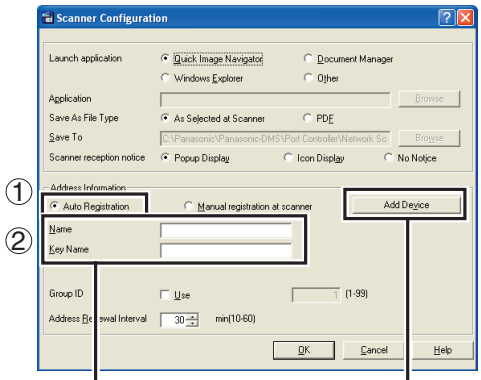
If the Scanner Configuration is not set with the Communications Utility of Panasonic-DMS software, set up the Communications Utility software, follow the steps below.

1



Right-Click "**Panasonic Communications Utility**" icon on the Task Bar, and then select "**Scanner Configuration...**".

2

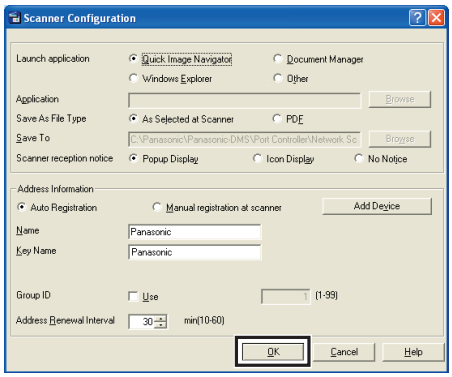


Refer to right column.

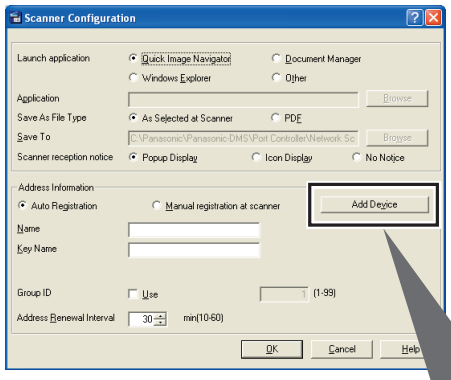
The Name and Key Name can change in this window.

Check "**Auto Registration**", and then enter the Name and Key Name to be saved into the machine. (Max. 15 characters)

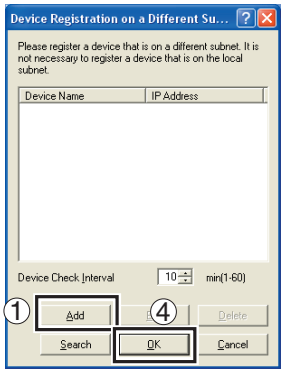
3

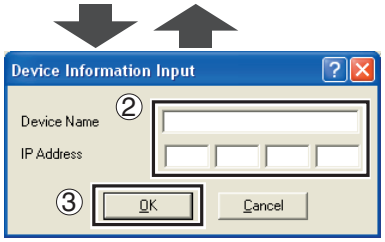


Click "**OK**".



Click "**Add Device**" if your PC address information is registered onto the machines located on the different subnet.





① Click "**Add**".
④ Click "**OK**".

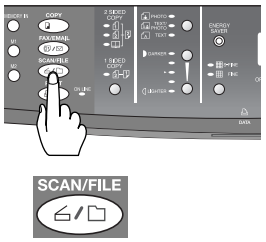
② Enter the machine's Device Name, and IP Address.
③ Click "**OK**".

Network Scanner

Function

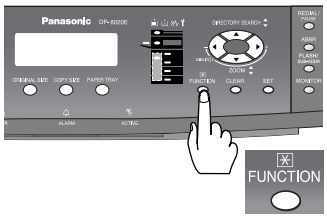
■ Scan Parameters

1



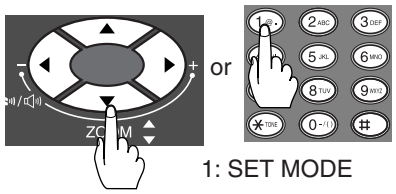
2

```
02-APR-2004 04:28
READY TO SCAN
```



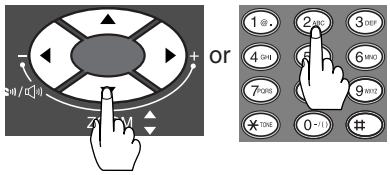
3

```
FUNCTION        (1-2)
ENTER NO. OR v ^
```



7

```
SCAN PARAM      (0-6)
ENTER NO.▌ OR v ^
```



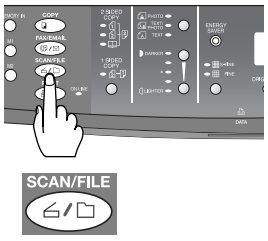
Refer to Function settings on page 61.

- Prints Scanner Settings List,
  Sets Original Mode,
  Sets Compression Mode,
  Sets Resolution,
  Sets Bind Position,
  Sets File Type/Name

■ Select Mode

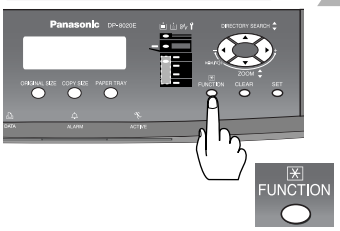
When adding a file name or selecting a compression format before scanning document(s).

1



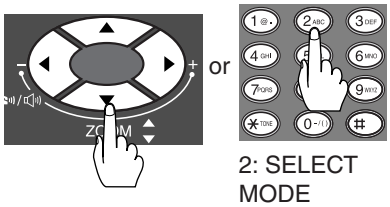
2

```
02-APR-2004 04:28
READY TO SCAN
```



3

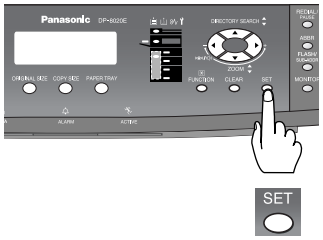
```
FUNCTION        (1-2)
ENTER NO. OR v ^
```



For Scan File Name

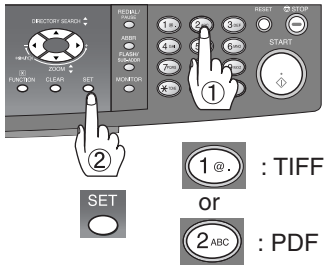
6

```
1:SCAN FILE NAME ?
PRESS SET TO SELECT
```



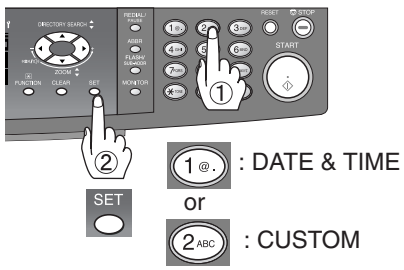
7

```
FILE TYPE=TIFF
1:TIFF 2:PDF
```



8

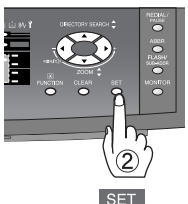
```
FILE NAME=DATE&TIME
1:DATE&TIME 2:CUSTOM
```

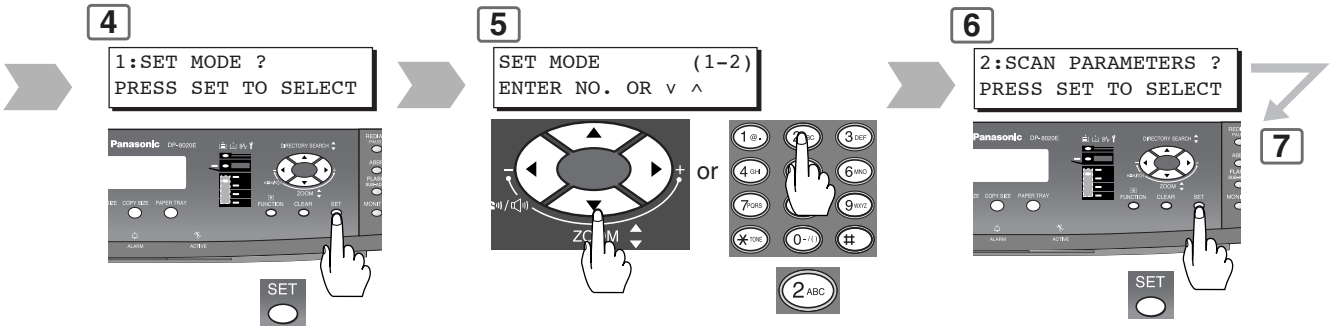


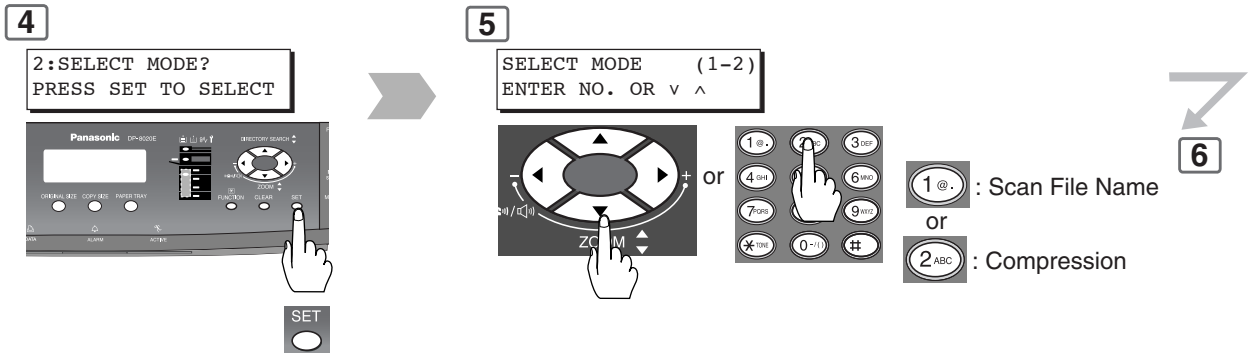
(When Selecting Custom)

```
SCAN FILE NAME
ENTER NAME
```

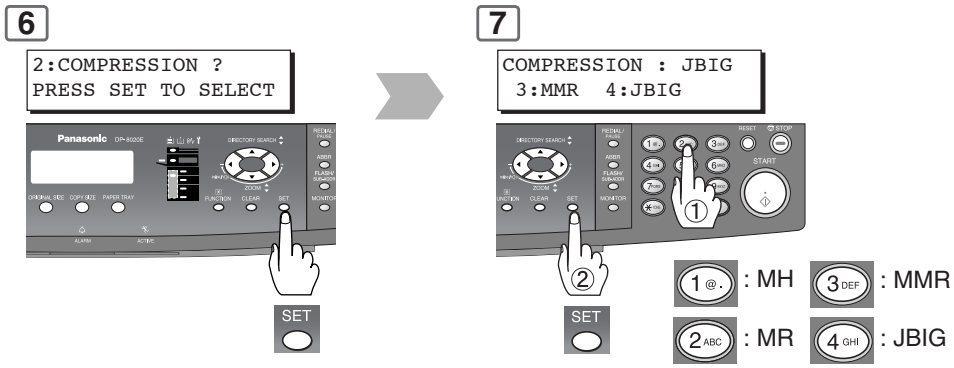
① Enter a File Name
(See page 70)







For Compression



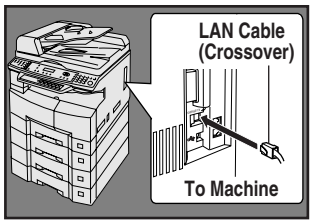
Network Scanner

Direct Connection (with Crossover Cable)

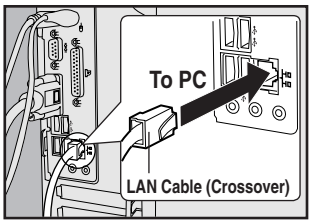
■ Direct Connection (with Crossover Cable)

1 Turn OFF* the Power Switch (Machine and the PC).

2 Connect a Crossover LAN Cable between your machine and the PC.



(Right Side of Machine)



(Rear Side of PC)

NOTE: Do not use Standard LAN Cable.

---

5 Turn OFF* and ON the Power Switch (Machine and the PC).

6 Input your PC's IP Address into the Address Book in the machine (see page 72) or into the Panasonic-DMS software (refer to the enclosed CD).

7 Scan the document(s) to your PC. (See page 70)

NOTE:
*If the Hard Disk Drive Unit (DA-HD18) is installed, see page 13.

3

Turn On the Power Switch (Machine and the PC).

4

Input the Network Address (Machine and your PC).

- IP and Gateway Address

  IP: 192.168.0.1 (Machine)
  192.168.0.2 (Your PC)

  Subnet Mask: 255.255.255.0 (Machine & the PC)

- How to input the network address:
  For your Machine: See page 66
  For your PC: See below

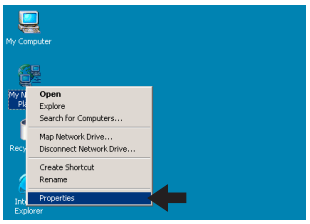
5

NOTE:

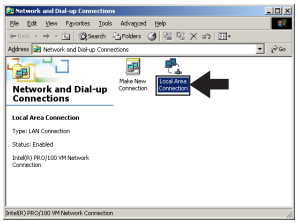
* If you use the DHCP server, select to disable the DHCP server.
  Machine: See page 55
  Your PC: Consult your System Administrator.

For more detailed information, refer to Windows OS operating instructions manual.

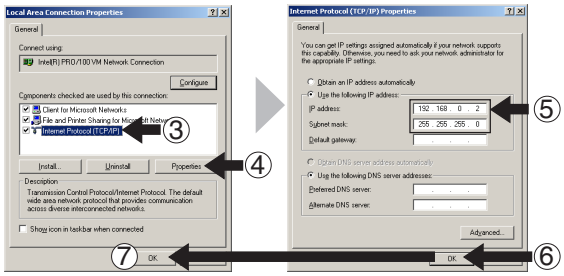
For Windows 2000



① Right click "My Network Places" and select "Properties".



② Right click "Local Area Connection" and select "Properties".



③ Select "Internet Protocol (TCP/ IP)".

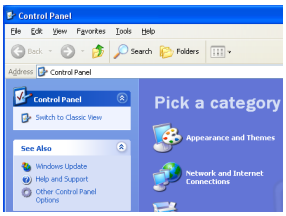
④ Click "Properties".

⑦ Click "OK".

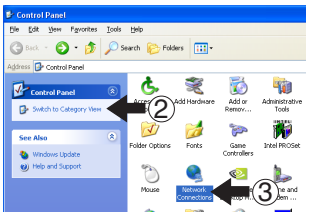
⑤ Select "Use the following IP address" then, Input IP Address and the Subnet Mask.

⑥ Click "OK".

For Windows XP

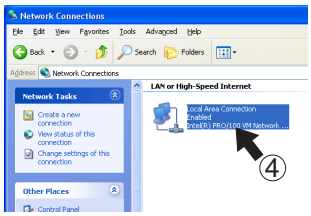


① Open the Control Panel.

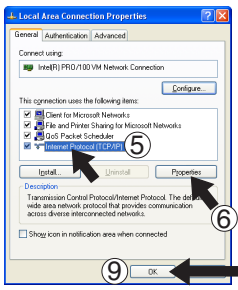


② Select "Switch to Classic View", if using the Category View Mode.

③ Select "Network Connections".



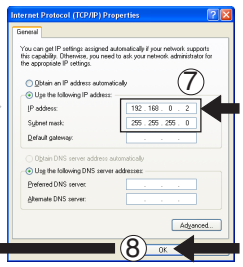
④ Right click "Local Area Connection Enabled ....." and select "Properties".



⑤ Select "Internet Protocol (TCP/ IP)".

⑥ Click "Properties".

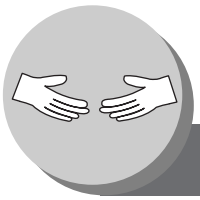
⑨ Click "CLOSE".



⑦ Select "Use the following IP address" then, Input IP Address and the Subnet Mask.

⑧ Click "OK".

"OK" will be changed to "CLOSE".



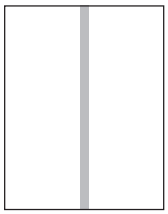
Problem Solving

Troubleshooting

Check	Action
Unit Does Not Operate	
Does the display light?	Check if the Power Switch (Main Power Switch on the Right Side of the machine) is turned ON and if the power cord is plugged into the AC outlet.
Does the Energy Saver key flash (or light) and the display is turned OFF? (See page 48)	Press Energy Saver key on the control panel.
Does any of the U## codes and messages appear on the display? (U01, U07, U13, U14....etc.)	Perform actions in accordance with each message.
Does the Add Paper indicator and message appear on the display?	Add paper. (See page 14)
Does the Misfed Paper indicator, message and J## codes appear on the display?	Remove the misfed paper. (See pages 16 - 21)
Does E#-## codes and messages appear on the display?	Turn the Power Switch on the Right Side of the machine to the OFF and ON position. If the error code does not clear, call your Service provider.
The machine would not accept the next job during operation, instructed job would not be accepted for a long time period or job would not be completed.	Turn the Power Switch on the Right Side of the machine to the OFF and ON position.
Light Copies	
Does the exposure indicator say “LIGHTER”?	Press the “DARKER” button.
Does the Add Toner indicator and message appear on the display?	Replace the Toner Bottle. (See pages 16, 17)

Check	Action

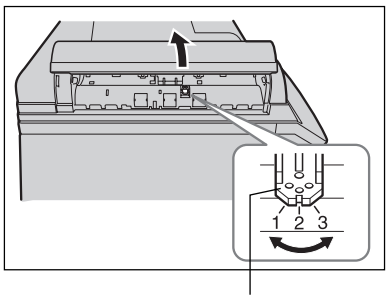
Marked Copies

Is the machine's Platen Glass or Platen Sheet dirty?	Clean the Platen Glass or Sheet.
Is the original an OHP film or a dark original?	Cover the original with a sheet of white paper before copying or lighten the exposure setting.
If a dark verical line of 2-3cm in width is printed. 	① Clean the Corona Wire of the Drum Unit. (See page 16) ② Check the copies. If a dark vertical line is remained, repeat above step to clean the Corona Wire became dark vertical line is erased.

■ If the measures outlined above do not solve the problem, call your Service provider.

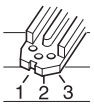
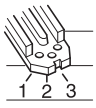
Adjusting the Double Feed Switch (For DA-AS181)

■ When original(s) do not feed correctly, adjust the position of the Double Feed Switch as follows:



Double Feed Switch

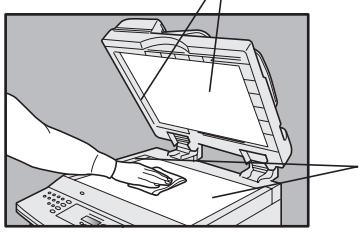
Position of Switch

Normal Operation	
Original does not feed.	
Several originals are fed at one time	

Machine Care

■ As a rule, clean weekly.

Platen Sheet



Platen (Glass)

Platen Glass/Platen Sheet
① Wipe marks off with a cloth and a neutral detergent.
② Wipe again with a dry cloth.

Problem Solving

Replacing the Battery/Set the Date and Time

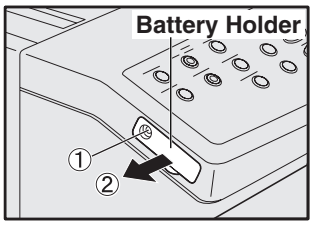
The machine has an internal battery (Product No.: CR2032) which maintains the date and time.
In the event the battery requires replacement, the following message will be displayed.

```
REPLACE BATTERY
                U90
```

1

Turn the Power Switch on the Right Side of the machine to the OFF position.
If the Hard Disk Drive Unit (DA-HD18) is installed, see page 13)

2

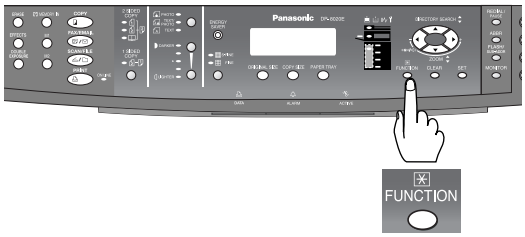


① Remove 1 Screw.
② Remove the Battery Holder.

Set the Date and Time continues steps 6 to 13.

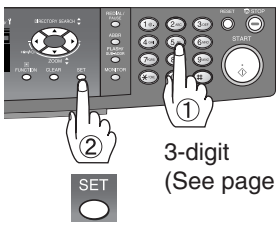
When setting the Date and Time, start from step 6.

6



10

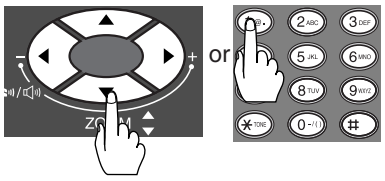
```
09 KEY OPERATOR MODE
ENTER PASSWORD=■■■
```



3-digit
(See page 13)

11

```
KEY OPR.MODE (00-31)
ENTER NO.■ OR v ^
```

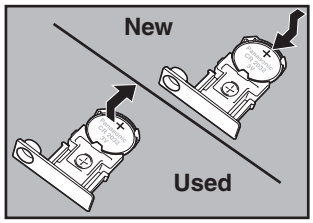


17 DATE & TIME

NOTE

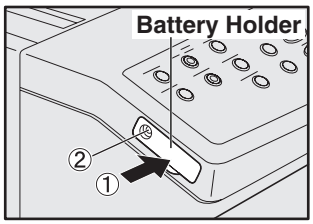
● The service life of the battery is approximately 1 year under normal use.

3



"**+**" side of battery should be up side.
(Observe the polarity, see CAUTION! below)

4



① Re-install the Battery Holder.
② Install 1 Screw.

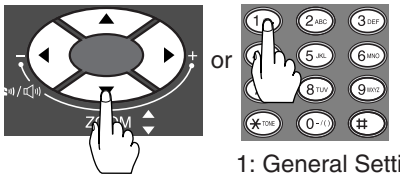
5

Turn the Power Switch on the Right Side of the machine to the ON position.

6

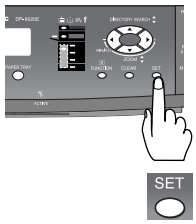
7

```
FUNCTION MODE (1-2)
ENTER NO. OR ∨ ∧
```



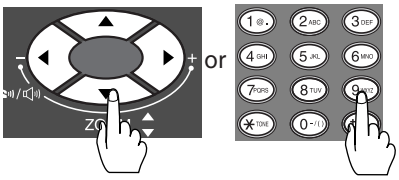
1: General Settings

8



9

```
GENERAL PARAM.(0-9)
ENTER NO.▌ OR ∨ ∧
```

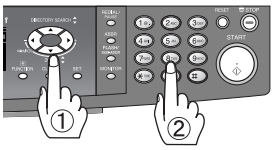


9 (09 KEY OPERATOR MODE)

10

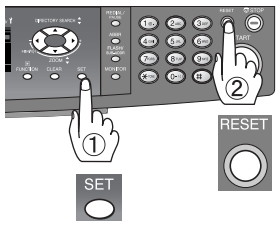
12

```
17 DATE & TIME
   02-04-2006 00:01
```



Move the cursor (_) under the Date/Month/Year/ Time that you wish to change, then input the new data using the Keypad.

13



⚠ CAUTION

denotes hazards that could result in minor injury or damage to the machine.

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. "IMPROPER USE OR REPLACEMENT MAY CAUSE OVERHEATING, RUPTURE OR EXPLOSION RESULTING IN INJURY OR FIRE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS AND LOCAL REGULATIONS"

Appendix

Specifications

■ DP-8020E/8020P/8016P (For Copier)

Type:	Desk Top
Platen Type:	Fixed
Acceptable Originals:	Sheets, Books (max. A3 size)
Copying Method:	Laser Electrophotography
Fusing Method:	Heat Roller
Imaging Method:	Dry-Type Dual Components Imaging
Resolution:	Max. 600 dpi
Operation Panel:	LCD Display
Copy Size:	A3 - A5 via Paper Tray
Void Area:	Max. 0.2″ (5 mm)
Warm Up Time:	Approx. 30 seconds (20°C)
First Copy Time:	Less than 7.0 seconds (A4, from 1st Tray)
Multi-Copy Speed:	DP-8020E/8020P : 20 cpm (A4 size), DP-8016P : 16 cpm (A4 size) (From 1st Tray)
Enlargement Ratios:	Preset: 115%, 122%, 141%, 173%, 200% Variable: from 101% to 200% in 1% increments
Reduction Ratios:	Preset: 87%, 82%, 71%, 58%, 50% Variable: from 99% to 50% in 1% increments
Paper Feed:	Standard Paper Tray (550 sheets) + Sheet Bypass (50 Sheets) Optional Paper Trays (550 sheets x 3) (3rd and 4th Paper Trays are for DP-8020E/8020P only)
Paper Weight:	Paper Tray: 60 - 90 g/m^2 Bypass: 55 - 133 g/m^2 ADU: 64 - 90 g/m^2 (DP-8020E)
Quantity Selector:	Max. 999 sheets (Output Tray capacity is 250 sheets/A4 size)
Electrical Consumption:	AC 220-240V, 50/60Hz, 6.5A
Power Consumption:	Max. 1.3 kW
Dimensions (W)(D)(H):	558 x 557 x 460 mm
Mass (Weight):	DP-8020E/8020P : 45 kg DP-8016P : 44 kg
Operating Environment:	Temperature: 10 - 30°C [Humidity should be 70% or less at 30°C] Relative Humidity: 30 - 80% [Temperature should be 27°C or less at 80% RH]

■ Network Scanner (DP-8020E/8020P only)

Scanning Type:	CCD Image Sensor (ADF/Platen)
Scanning Speed: (w/o Transmission Time)	19 sheets/minute (A4)
Resolution (dpi/Monochrome):	Standard (150 x 150) / Fine (300 x 300) / SuperFine (600 x 600)
Max Scanning Area (Platen):	A3 (297 x 420 mm)
Max Scanning Area (ADF):	A3 (297 x 420 mm)
Duplex Scan:	No
Scanning Mode:	Text, Text/Photo, Photo
Scale:	Bi-level / 256-level Gray Scale
Compression Format:	MH, MR, MMR, JBIG
File Format:	Multi-page TIFF, PDF
Send to Station (PC):	Yes (Single Address only)
Send to Station (FTP):	Yes (Single Address only)
Send to Station (Printer):	Not Available
Pop up Notification:	Yes
Protocol:	LPR, TCP/IP
Applicable OS:	Windows 98 / Me / NT 4.0 / 2000 / XP

■ ADF (DA-AS181)/i-ADF (DA-AR202)

Tray Capacity:	A4, A5: 50 sheets (80 g/m^2) A3, B4, FLS: 30 sheets (80 g/m^2)
Original Size:	A5/A4/B4/A3/FLS
Paper Weight:	50 - 110 g/m^2
Electrical Requirements:	Supplied from the machine
Dimensions (W)(D)(H):	DA-AS181: 558 x 501 x 112 mm DA-AR202: 552 x 520 x 135 mm
Mass (Weight):	DA-AS181: 5.0 kg DA-AR202: 9.3 kg

■ 2nd/3rd/4th Paper Tray (DA-DS184/DS185)

Paper Size:	A5/A4/B4/A3
Paper Weight:	60 - 90 g/m^2
Electrical Requirements:	Supplied by the machine
Dimensions (W)(D)(H):	558 x 538 x 128 mm
Mass (Weight):	DA-DS184 : 9.0kg DA-DS185 : 9.4kg

● Specifications are subject to change without notice.

Appendix

Options and Supplies

■ Options

Part Name	Part No.	Remarks
Automatic Document Feeder	DA-AS181	Also referred as ADF
Inverting Automatic Document Feeder	DA-AR202	Also referred as i-ADF (For DP-8020E only)
2nd/4th Paper Tray	DA-DS184	4th Paper Tray (For DP-18020E/8020P only)
3rd Paper Tray	DA-DS185	3rd Paper Tray (For DP-18020E/8020P only)
Stand for 1-Paper Tray configuration	DA-DA188	
Stand for 2-Paper Tray configuration	DA-DA189	
Stand for 3-Paper Tray configuration	DA-DA190	
Stand for 4-Paper Tray configuration	DA-DA191	
Image Memory (16 MB)	DA-SM16B	For Electronic Sorting
Image Memory (64 MB)	DA-SM64B	For Electronic Sorting
Image Memory (128 MB)	DA-SM28B	For Electronic Sorting
Expansion Flash Memory Card, 4 MB	UE-410047	Additional Page Memory for Fax Communication Board
Expansion Flash Memory Card, 8 MB	UE-410048	Additional Page Memory for Fax Communication Board
8 MB Expansion Board	DA-EM600	Expansion for PCL and PS printing
Printer Controller Module	DA-PC820	Printer Controller for PCL6
Multi Page Description Language Controller Module	DA-MC820	Printer Controller for PCL6/PS3 (For DP-8020E/8020P only)
Hard Disk Drive Unit	DA-HD18	
Keyboard	DA-KB180	For Fax/Internet Fax/Scanning
Network Scanner Module	DA-NS180	Network Scanner
Internet Fax/E-Mail module	DA-NF180	Internet Fax/E-Mail Communication
Fax Communication Board	DA-FG180	G3 Fax/Tel Communication
Accounting Software	DA-WA10	For Accounting function

■ Supplies

Part Name	Part No.	Remarks
Toner	DQ-TUJ10K	Toner
Verification Stamp	DZHT000004	X-Stamp for Fax Option

IMPORTANT INFORMATION

When requesting information, supplies or service always refer to the model and serial number of your machine. The model and serial number plate (Main Name Plate) is located on the rear side of machine. For your convenience, space is provided below to record information you may need in the future.

Model No.

Serial No.

Date of Purchase

Dealer

Address

Telephone Number
( )

Supplies Telephone Number
( )

Service Telephone Number
( )

■ Energy Star

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